

Code of Conduct for Library Users

In order to maintain a respectful and favourable study environment, the following guidelines have been developed in collaboration with students and the Union of Brunel Students (UBS), and should be followed along with the [Student Code of Conduct](#).

1) *Mobile Phones*

- a) Before entering the Library, please remember to switch your phone to silent.
- b) When using your phone, we ask that you avoid any usage that may disturb other users
- c) If making or taking a call please use the ground floor and avoid the Quiet or Silent spaces.

2) *Laptops, PCs and Other Equipment*

- a) When using laptops, PCs or other technology in the Library please remember to mute the device or use headphones to avoid disturbing other Library users.

3) *Food & Drink*

- a) Cold food that can be enjoyed without disturbing others (i.e. food that isn't noisy or has a strong smell) and hot and cold drinks kept in secure containers (such as screw-top bottles) can be brought into the Library.
- b) We ask that students respect the facilities, resources and other users by not bringing hot or messy food into the Library. This includes hot food that isn't intended to be eaten in the Library as the smell can still be distracting to other Library users. Hot food can be enjoyed at the café on the ground floor.
- c) The Library is designed to be a pleasant study environment for all users and as such alcohol is prohibited on the premises to avoid disruption to other users.
- d) Library staff may ask you to leave and finish your food and drink outside of the Library before you re-enter if they feel the food or drink could be distracting to other Library users.

4) *Noise*

- a) The Library has 3 different study zones:
 - i) "Collaborative Study": Where group work and study are encouraged
 - ii) "Quiet Study": Where Library users can engage in brief, quiet conversations while studying
 - iii) "Silent Study": Where Library users are asked to avoid any conversation or behaviour that may distract over users
- b) When moving between floors Library users are asked to be quiet and respectful.
- c) Anyone causing excessive noise to the detriment of other Library users will be asked to lower their volume or use one of the appropriate designated spaces. As a last resort, users may be asked to leave by Library staff.



5) *Antisocial behaviour*

- a) The Library aims to provide a safe environment and helpful resource to all. We ask all users to be respectful of other Library users and staff. Any form of antisocial or threatening behaviour, such as intimidation or discriminatory language, will not be tolerated. Users may be asked to leave the Library.
- b) Security staff wear body cams which may be used to document any antisocial behaviour in order to protect the wider Library community.

6) *Filming and Photography*

- a) Permission for filming or photography should be requested at least 3 working days in advance.
- b) Current Brunel University London students and staff should complete the [request form](#) and email it to Library@brunel.ac.uk.
- c) If you are not currently a Brunel student or member of staff and wish to film on campus, please contact the Conference Office (conference@brunel.ac.uk) in the first instance.

7) *Promotions and Marketing*

- a) If you wish to display any promotional material in the Library please email library@brunel.ac.uk to seek permission.
- b) Only authorised Library staff may display or distribute notices, posters, or leaflets within the Library.
- c) Any unauthorised promotional material will be removed and disposed of.

8) *Praying in the Library*

The university is committed to supporting the faith and spiritual needs of everyone at Brunel. We know that for many students and staff practising their religious devotion throughout the day is fundamentally important to who they are. This contributes to the rich diversity of our community and we have appropriate prayer facilities on campus for this purpose. Friday prayers, for example, take place in the Netball Hall.

There are no facilities for washing in the Meeting House so please use the Isambard Complex where there are dedicated facilities for this purpose. Praying is not permitted in the library.