

RHODES UNIVERSITY LIBRARY SERVICES

LIBRARY USE AND CONDUCT CODE

This code is published for the benefit of all users of Rhodes University Library services and is applicable to all users. This code is enforceable by all members of the library staff and violations will be reported and pursued to the full extent of the law.

Rhodes University Library services seek to provide all users with:

- A quiet environment for research, study, and reading
- Access to well managed and diverse collections of library resources
- Knowledgeable staff

Ensuring a pleasant and productive environment for study and research for all users requires that each user of the libraries follows the *Rhodes University Library Services Library Use and Conduct Code* and refrains from specific abuses. Use of the Rhodes University Library Services is a privilege not a right.

Rules of Use

1. Users are required to have on their persons a valid Rhodes University ID card in order to access the Library and its branch libraries and to use these libraries' facilities. Users may not use someone else's card to gain access to the libraries, borrow library material or use library facilities.
2. Firearms or other deadly weapons, fireworks, explosives and/or explosive devices, or other dangerous devices, are not permitted in the libraries.
3. Library materials, equipment, or property must not be taken from the library buildings without proper checkout or authorisation. Library materials must be returned on or before the loan period stipulated or on request by the libraries. Library materials must not be concealed in the libraries for the exclusive use of individuals or groups.
4. Users must not vandalise, alter or damage library buildings, furniture or equipment, including computer systems, networks, programmes or data.
5. All users must handle library materials in such a way that they are not defaced or damaged in any way. This includes marking, underlining, removing pages or portions of pages, removing binding, removing electronic theft devices, using paper clips.
6. Licensed databases, on-line services and print collections are for the use of staff employed by and students and library users registered at Rhodes

University. Users must observe applicable intellectual property laws, including the South African Copyright Laws, or any other licensing agreements that the University has entered into which stipulates the reasonable use of and access to content. Computers may be used for academic purposes only.

7. Users must not enter unauthorised areas of the libraries.
8. Users are required to leave the libraries at closing and when requested during emergency situations and drills or following a violation of this Library Use and Conduct Code.
9. Food or open beverage containers are not permitted in public areas of the Rhodes University Library or its branch libraries (only spill-proof beverage containers are allowed). Littering is not permitted in the libraries. Smoking is not permitted in these libraries or within 5 metres of library buildings.
10. Users must maintain quiet and not engage in any behaviour that interferes with the normal use of the Library and its branch libraries.
11. Cell/mobile phones must be turned off or set on silent/vibrate mode when entering the Library or its branch libraries. Speaking on cell phones is not permitted inside the libraries, unless in designated areas.
12. Users may not sit on tables in the Library or rest their feet on Library furniture or rock back on Library chairs.
13. Bicycles or unicycles are not permitted in library buildings. Rollerblading, skateboarding or skating are not permitted in or on the library buildings. Wheeled vehicles must be parked in authorised areas and not at library entrances.
14. Vending, peddling and/or solicitation of merchandise or services are prohibited within the library buildings.
15. Only animals trained to assist persons with disabilities are allowed in the library buildings.
16. Personal property should not be left unattended or be left to reserve seats in the libraries.

Sanctions

Users who breach this code will be held accountable, which may result in disciplinary action being taken.

In the case of students, the Library Disciplinary Committee or the Higher Disciplinary Authority will be used to pursue necessary disciplinary action. Where there are repeat, recorded violations or high level first violations, a University Prosecutor will be consulted for a decision on how to proceed.

In the case of staff, the Staff Disciplinary Code will be used. Where there are repeat, recorded violations and/or high level first violations, the matter shall be referred to the relevant Head of Department/Division who shall deal with the disciplinary matter in terms of the Staff Disciplinary Code.

The *Rhodes University Library Services Library Use and Conduct Code* supplements the Rhodes University Student Disciplinary Code and other University policies.

With acknowledgement to the University of California, San Diego Libraries' *Use and Conduct Policy*
<http://libraries.ucsd.edu/about/policies/library-use-and-conduct-code.html>. (Accessed 20 October 2010)