



UNIVERSITY OF THE WITWATERSRAND LIBRARY

CODE OF CONDUCT FOR LIBRARY USE

Misconduct in the following instances may result in Disciplinary action being taken against you;

Student/Staff Cards

Card abuse is a serious offence – Do not allow a fellow student or staff member to make use of your student/staff card either to enter or exit the library or to borrow books. Loss or theft of a card should be reported to the Library immediately so that the number may be blocked for further use. Library users should produce their cards for library staff on request.

Borrowing of Library Materials

Users are responsible for all items issued against their cards. The loss or theft of any item should be reported immediately to the library from which it was borrowed. All items should be returned or renewed on or before the due date stamped on the date sheet or shown on the receipt printed by the self-check machine, to avoid incurring fines.

Fines

Fines are charged on all overdue items. Examination results may be withheld against outstanding student loans or Library accounts which have not been paid.

Cell Phones

- No calls are to be made from cell-phones **at any time** whilst in the Library
- Cell-phones must be on silent/ vibrate at all times

Talking

Loud talking will not be tolerated at any time outside of designated discussion areas and users who do not observe the rights of others will be asked to leave the Library.

Food and Drinks

Users may have sealable bottles of water with them – but **no open cans or food of any kind will be tolerated.**

Computer Facilities

Computer facilities are only available for carrying on the business of the University – i.e. **LEARNING, TEACHING** and **RESEARCH.**

Users may not:

- Access social networking sites
- Send and receive personal emails
- Download or install any programs **of any nature whatsoever**
- Play computer games
- Download or view content of a lewd or sexual nature
- Engage in any non-academic activity at any time while using the computer facilities
- Disadvantage other users by monopolizing the use of computer facilities.

Users who breach the *University Code of Conduct for the Use of Computer Facilities* will be barred from making use of the computer facilities until such time as a disciplinary process has been finalized.

Smoking is not permitted in the Library at any time.

Insulting language or provocative behavior of any kind is not permitted and students who exhibit such behavior will be asked to leave the Library immediately.

Unauthorised removal of any Library material or property is a serious offence.

Vandalism, mutilation, defacing or marking of Library materials, facilities or property are serious offences.

DISRUPTION OF STUDIES BY ANY CLIENT WILL NOT BE TOLERATED AND YOU MAY BE ASKED TO LEAVE THE LIBRARY IMMEDIATELY PENDING DISCIPLINARY ACTION SHOULD YOU BE IN CONTRAVENTION OF THE ABOVE CODE OF CONDUCT

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