

## **University Library and LINC open access spaces** **Acceptable use policy - noise, mobile phones, food and drink**

Visitors to the University Library and LINC open access spaces are expected to abide by the following guidelines, and respect other customers' rights to study in an appropriate environment.

### **Mobile phones:**

Mobile phones should be turned to silent on entering the library. They can be used in the designated 'phone zones' (external stairwells, Library ground floor, LINC foyer) and can be used throughout the building in quiet and group zones – if conversations are quiet and kept to a minimum.

### **Food, drink and smoking:**

- Hot food is only acceptable on the ground floor of the library.
- Cold food and drink is acceptable in all spaces but rubbish should always be placed in the bins provided
- Alcohol is not allowed
- Smoking is not permitted anywhere in any University Library or LINC, this also includes electronic cigarettes.

### **Noise:**

#### **Silent study** – silent study only

- 2<sup>nd</sup> floor silent study room - Library

#### **Quiet study** - work related discussion/small group work

- 2<sup>nd</sup> floor open access space and book stock - Library
- 1<sup>st</sup> floor PC areas - Library
- LINC open access spaces

#### **Group study**

- Ground floor – Library
- Library group rooms

Individual PC study rooms in the Library are designed for one student at a time only. A maximum of two students is acceptable if noise is kept to a minimum.

Facebook and other social networking sites are not banned in the University Library and LINC, but we encourage customers to keep the use of these sites to a minimum, particularly during busy periods. You may be asked to log off if a PC is needed by another student for academic study.

### **Reporting issues:**

If you are experiencing any issues with noise or unacceptable behaviour

- Report it to the nearest staff member, or to any Library help desk.
- If you are in the Library contact the rover using one of the phones at the print/copy stations.
- If you are in the LINC contact us via Ask Us [www.ehu.ac.uk/askus](http://www.ehu.ac.uk/askus)