

Library Usage Policy (Updated Oct 2019)

'Please note that the Library is for the use of all of its patrons. Disruptive behaviour will not be tolerated.'

1. Student I.D. cards are necessary to enter the Library. Failure to produce a student I.D. card will result in refusal of entry.
2. Students must show your ID-Card to any member of Library Staff when asked to do so at any time when you are in the Library. Failure to do so may mean suspension from the Library.
3. Please respect your fellow students and refrain from making noise or talking in the Library. You will be asked to leave the Library if silence is not observed.
4. Food is not permitted in the Library and hot drinks are permitted in reusable travel mugs only. Fines are in place for anyone in breach of this rule.
5. Anyone found smoking in the Library will be subjected to the Student Disciplinary Procedure.
6. Litter must be disposed of in bins provided. Fines are in place for anyone in violation of this rule.
7. Vandalising or defacing Library property will be dealt with severely and you may risk expulsion from the Institute if you purposely damage Library material.
8. All mobile phones should be switched to silent before entering the Library. Fines are in place for anyone found talking on a mobile phone.
9. Using any devices to take unauthorised photographs or recordings in the Library is prohibited. If found in breach of this policy Library services can be withdrawn and students may face disciplinary action.
10. Please abide by CIT's *Acceptable Usage Policy* when using Library computers. Failure to do so may lead to the removal of CIT resource privileges and can lead to disciplinary action in accordance with the CIT Disciplinary procedure.
11. You are responsible for making sure that you have no unauthorised Library material with you when you leave the Library. Setting off the Library alarm incurs an automatic fine and repeat offences will mean suspension from the Library.
12. If you are leaving your desk for more than 15 minutes, please remove your books so that another patron may use it in your absence.
13. Anyone not using the Library for proper bona fide academic purposes may be asked to leave at any time and have further sanctions applied.

'Please familiarise yourself with these regulations and comply in every way with the spirit of them, thus contributing to an environment which promotes learning and research, free from unnecessary distractions and disturbance.'

Institute Librarian
October 2019

