# **LIBRARY CODE OF CONDUCT**

In order to create an environment that is conducive to teaching, learning and research, members are expected to adhere to the following code of conduct:

1. The needs of others for a quiet study environment must be observed and noise levels must be kept to a minimum.
2. Keeping library items beyond the due date is inconsiderate to other library users.
3. Smoking, eating and drinking is prohibited in the University’s venues of instruction and libraries.
4. Cell phones must be put on silent or vibrate mode upon entering the library.
5. The library is not responsible for any loss, theft or damage to the property of users.
6. Library users should show respect to all security staff.
7. Anybody found in the library after closing, will be deemed to be trespassing and subject to disciplinary action.
8. Library services related to internet and database searching and lending of materials will not be rendered to a user who cannot produce a valid **Nelson Mandela University** identity card.
9. Internet stations are for research purposes only.
10. Only one user per internet station is allowed.
11. No re-arrangement of furniture in the library will be allowed.
12. Use of abusive language is not acceptable.
13. Computers may not be used for:
    1. Playing computer games
    2. Creating or sending offensive, obscene, defamatory or fraudulent material/e-mails
    3. Receiving, storing, downloading, possessing, distributing, accessing or creating illegal content (material that is pornographic, oppressive, racist, sexist, defamatory, offensive or that violates privacy, identity, copyright)

**DISCIPLINARY INTERVENTIONS AND PENALTIES**

Disciplinary action, in accordance with the University Disciplinary Code, may be instituted against persons who do not adhere to the Library and Information Services Code of Conduct.

The Director: Library and Information Services, or a designated representative, has the authority to impose a fine not exceeding R500.00, or suspend a member’s borrowing rights or use of the Library for a specified period of time.