

Brasenose College Library Protocol



Safety and Security

- The library is open only to members of Brasenose; strangers are not to be admitted.
- Eating, drinking (with the exception of water) and smoking are strictly forbidden.
- Library steps and kick stools should be used with care and only for the purpose for which they are designed. Do not over-reach. Always place mobile steps adjacent to the shelves, tread centrally and use the handrail. Always use the intermediary step on the kick stools.
- Electrical appliances including laptop computers must be unplugged at the wall or floor sockets when not in use and should not be left unattended.
- Transformers and other electrical equipment must not be left connected to the power supply regardless of whether an appliance is attached.
- Desk lamps should be turned off and windows closed when you leave the library.
- Valuables must not be left unattended.
- The main aisle should be kept free from bags/books. Personal belongings such as sports equipment and groceries must not be brought into the library.

Library material

- All books must be issued before you leave the library.
- Books taken out on loan are the responsibility of the borrower and must not be defaced.
- All items borrowed should be returned/renewed by the due date.
- Returned items should be handed to a librarian or left on the library counter.
- Recalled items must be returned to the library within 48 hours.

General behaviour

- The library is a place for quiet study.
- Work/books left overnight are to be tidied into a pile with a completed yellow slip on top clearly stating date and name. Papers/books left on the floor/unmarked will be removed/re-shelved.
- Access to the library catalogue takes priority over any other use of the computer. The College and University computing regulations must be adhered to at all times.