

Brasenose College Library Protocol



Safety and Security

- The library is open only to members of Brasenose; non-members are not to be admitted.
- 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 and tablets must be unplugged at the wall or floor sockets when not in use and should not be left unattended.
- Chargers 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 aisles 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/on the due date.
- Returned items should be handed to a librarian or left in the designated place.
- Recalled items must be returned to the library within 48 hours.

General behaviour

- The library is a place for quiet study.
- Drinking out of anything other than a lidded vessel, eating messy/smelly food and smoking are all strictly forbidden.
- Work/books may only be left overnight if stowed in one of the library boxes available for rental. Books/papers not stowed in a designated box will be removed/shelved.
- Access to the library catalogue (SOLO) and University online resources take priority over any other use of the computer. The College and University computing regulations must be adhered to at all times.