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.

• Lampshades must not be tilted or have notes, postcards etc attached to them; any such items will be removed and destroyed. Stallybrass users must not leave books/files on top of the light fittings.

• 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.

• 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.