**Brasenose College Library Protocol**


## Safety and Security

* The library is for members of Brasenose; non-members are **not to be admitted without prior arrangement** with the librarian.
* 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, desk 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 one of the designated places.
* 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.
* Study spaces my not be reserved.
* Work/books may not be left overnight. Books/papers found unattended will be removed/shelved. A “study break pass” must be completed and placed on books/work whenever leaving the library for a short break e.g. for lunch.
* Access to the library catalogue (SOLO) and University online resources take priority over any other use of the computers. The College and University computing regulations must be adhered to at all times.
* Library equipment, furniture, fixtures and fittings are to be treated with respect at all times,

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