



University of KwaZulu-Natal Library, Pietermaritzburg

LIBRARY CODE OF CONDUCT

Library guide

Users of the library have the right to expect:

- a library environment free of disruptive activity
- access to library materials or an ability to recall them as regulations allow
- newspapers, journals, books and documents that are complete and unmarked
- quiet surroundings conducive to study, free from food, beverages and tobacco

All library users are to abide by the following rules and MUST NOT:

- remove or attempt to remove library materials or property without having them issued or without proper authorization
- consume food or beverages in the libraries
- litter in the libraries
- smoke in the libraries
- mutilate library materials by: marking, underlining, or removing pages or portions of pages; removing binding, or electronic detection devices; damaging or defacing library materials or property in any way
- conceal library materials in the libraries for the exclusive use of an individual or group
- fail to return library materials before the expiration of the loan period or when requested to do so by the library
- fail to pay for lost or damaged library materials
- create a disturbance or behave in a manner which interferes with the normal use of the libraries (such behaviour includes that which is noisy, impedes access to material or is sexually offensive) or fail to be quiet and considerate at all times
- harass library staff or users
- remain in the libraries after closing time, or when requested to leave during emergency situations or drills
- use personal radios or stereos in the libraries
- use cellphones in the libraries
- bring pets into the libraries
- play games, such as cards, in the libraries
- use library computers for anything other than authorized purposes. See rules applying to computer facilities at the Library

You are also referred to the general university Rules for Student Discipline, to which every registered student becomes subject to. A copy of these rules is available for inspection at Student Academic Affairs.

Rules applying to computer facilities at the Library University of KwaZulu-Natal, Pietermaritzburg

- Library computer facilities may only be used for authorised Library purposes
- Library database computers may only be used to access information related to academic studies at the University
- A personal login is necessary to access Library database computers
- Users shall obey all reasonable instructions of Library personnel
- Users must treat all computer equipment with due care and consideration
- No equipment may be removed from the Library or tampered with in any way
- Users shall not interfere or tamper with software configurations or system data files
- Workstations designated Library catalogue (iLink) may only be used to access the catalogue

Library computer facilities may *NOT* be used for:

- sending or receiving e-mail, with the exception of search results which may be e-mailed from bibliographic databases accessed via the Library website
- sending or receiving sms/text messages
- playing computer games
- listening to music
- participating in chat groups
- downloading anything except results of searches for academic information
- accessing online tutorials
- typing or word processing
- accessing or copying any unauthorised material including computer games, music, pornography and viruses
- loading and using any software other than official Library software

Consequences of Breach of Rules

Breaching these rules could result in a variety of penalties ranging from a verbal warning, being blocked from LAN access, to disciplinary action in terms of the University Rules for Student Discipline. A copy of these rules is available for inspection at Student Academic Affairs.