

# Yeats Library Code of Conduct

The Yeats Library seeks to provide a secure and comfortable study environment for all its users. We need your active co-operation to provide and maintain a learning environment conducive to study and research.

## Code of Conduct in the Library Space

Institute of Technology, Sligo registered students and staff should possess a valid IT Sligo ID card which is strictly non-transferable. Non registered users may access the library under certain conditions. The latter should produce some form of identification. Library staff reserves the right to request identification from users.

Mobile phones should be switched to silent when entering the Yeats Library. Text messaging and using silent phone functions are acceptable. Please do not receive calls or allow phones to ring.

Conversation is not permitted in the designated Quiet Zone and is reserved for silent study. Quiet conversation and consultation is permitted on the Info Zone provided it does not interfere with any other persons within the library. The Social Zone is designated for group work and consultation. However, loud, disorderly or antisocial behaviour that is likely to offend other library users or staff is not permitted.

The Yeats Library seminar rooms are available for quiet group work for academic purposes only. They are not intended for recreational purposes or scheduled teaching purposes. They can be booked for a maximum of two hours.

The Yeats Library requests that students using library PCs should refrain from using social networking sites.

Library users should not leave personal property unattended in the Yeats Library building. The Yeats Library accepts no responsibility for any personal property stolen, mislaid or left in the library building.

Food may not be consumed in the Quiet Zone or the Info Zone.

Litter is to be placed in the bins provided and paper in the recycling bins adjacent to photocopiers and printers.

Yeats Library users should make themselves aware of the fire exits and comply with any instructions or directions issued by library staff in relation to emergency evacuation procedures.

All library users are required to leave the Yeats Library building 5 minutes before closing time.

Thank you for your co-operation.