

## **ADA University Library Code of Conduct Document No. LPPC410**

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### **Main Statements**

1. Users are expected to respect others by keeping conversations at low levels and to avoid actions that cause disturbance to others on all floors.
2. Water in reusable and spill-proof containers are allowed in all areas of the Library. Eating and drinking of any other beverages must be confined to library café on the first floor.
3. Cell phones should be set on vibrate or on silence mode and taken outside of study zone or to library café to be used.
4. Please use headphones when listening to audio or video in the Library.
5. During midterm and final exams periods, computer workstations are allowed to be used only for study purposes.
6. Patrons (*i.e. users, customers*) should respect furniture and other facilities and they are expected to promptly report defects, damages or malfunctions noticed in any Library item to Library staff.
7. Electronic appliances and equipment such as thermostats, other controls etc. are to be handled by Library staff or technicians only.
8. Please do not re-shelve books after use. Leave them on a shelf or table.

**NOTE:** Fines for the lost and damaged, as well as misused library resources are regulated according to the **ADA University Library Penalties (DOC. No. LP CS 17-2).**

The Library administration reserves the right to suspend or withdraw library privileges from persons who contravene the Library Regulations.