

Our expectations of members using the Library:

Opening times for readers: Monday-Friday from 9.30am–5pm, Saturdays 10 -4pm

1. To use the library you must be a member, part of an invited group or an invited guest.
2. Upon joining the DEI as a member you will be introduced to the Librarian / library team for a brief induction to using the library.
3. The library follows a unique classification system. Guides and diagrams to all locations can be found on the library desk. If you need help, just ask a member of the library team.
4. Like all charities, we need to know who benefits. By signing in at the front hall desk when you arrive (and out when you leave) you'll help us compile our usage figures. *This is needed in addition to the online registration process.* Members have responsibility for their invited guests.
5. University members should identify if they are undergrad / postgrad or staff and which college they are from in the signing in book.
6. The use of pens is not allowed in the Library. Pencils are available to borrow at the library desk.
7. We spend our book budget very carefully, and we need your help in knowing where to spend it. Please pass all requests to the Librarian or complete a Suggestion for Purchase form available in the outer library.
8. We ask all members to check books out using their key fob. University members do not currently have borrowing rights.
9. All books that you use should be left on the desk where you when working you are finished with them. Please do not replace books on the shelves yourself. Please report any damaged books to library staff.
10. No food and drink except bottled water is to be consumed in Outer or Inner Libraries. We suggest that water containers are kept on the floor rather than on a table when reading.
11. We invite members to take refreshments in the Courtenay Room, where tea and coffee is available to purchase. Alternatively refreshments may be consumed in the Upper Reading Room, when it is available and not in use for a meeting.
12. Under no circumstances may books or other items from the collection be removed from the building without the approval of library staff and without the correct exit paperwork.
13. The library is that unique place – a silent working area. Please be considerate of other users at all times: switch your mobile phone to silent mode and turn down the volume on laptops and tablets. Calls can be made or taken in the front hall.
14. Smoking is not permitted anywhere on the premises, including the side lane and garden to the rear of the Library.
15. Laptops and tablets may be used in the library. There is free Wifi throughout and the code is placed on the tables for your convenience. We ask that the internet be used for appropriate purposes while on our premises. Power points are located in the floor. We recommend against leaving valuable items unattended. All personal belongings are left at the owner's risk.
16. The Library is closed for holiday periods as well as Bank Holidays. Notice will normally be given of any such closure but anyone travelling from a distance should telephone in advance to confirm that the Library will be open. The Library telephone number is 01392 251017.
17. Admittance to the Library can be refused at any time by any member of Library staff.

I have read and understood the expectations of members using the Library

Signed..... PrintDate.....