

# Library house rules **General**

## rules

The house rules listed below apply to the entire [University Library, Learning Spaces and the Randwyck Computer facilities](#) – unless otherwise specified. Within the library we use a three colour system (green, orange, red) to define the use of rooms and areas.



- The green areas or green rooms are for group discussions. In the orange rooms (quiet rooms), talking quietly is permitted. Complete silence is requested in the red rooms (silent rooms)
- The audible use of mobile phones is only permitted in designated (blue) phone areas. At the Inner City Library this includes the stairwells, copy rooms, hall or FFWD coffee corner. At the Randwyck Library phone areas are located at copy rooms or at the end of the corridors. In the Learning Spaces you may use the corridors



- Silent (red) rooms can be found in the Inner City Library and in the Randwyck Library. To ensure complete silence the following rules apply: no sound, no laptops, no food
- Respect the study environment of others and adapt your behaviour accordingly, by keeping noise to a minimum
- Clear your study place if you are going to be absent for longer than 30 minutes
- Leave your study place tidy for the person after you. Put your rubbish in the bins provided
- Please put books back on the shelves after you have finished using them
- You can find lockers and coat racks in or near the library. You are also permitted to keep your belongings with you at your workstation. However, please ensure that the aisles remain clear to avoid hazardous situations
- Look after your personal belongings. The library accepts no liability for the theft of your possessions
- Drug use, (e-) smoking and the consumption of alcohol is strictly prohibited at all locations of the library
- Instructions from the library staff are to be followed. Please be aware that library staff may ask you for your UM card
- If you ignore these house rules, you may be asked to leave

## **Additional (pre)exam week rules**

- During (pre)exam weeks there are extended opening hours: XXL opening hours.
- During XXL opening hours you need to show your UM card to enter all library locations, no UM card = no access
- Do not reserve study places for yourself or others
- At the Randwyck library you will need to use a break disc during (pre) exam weeks on which you can indicate the time you leave. Break discs are available at the information desk

## Computer regulations

- Computer workstations in the University Library may be left unattended for a maximum period of 30 minutes. After these 30 minutes PCs and TCs will be automatically shut down and another student may start using this computer. Study materials may be set aside
- You can report a technical malfunction at the information desk in the library or via the library homepage > [Ask your librarian](#)

## Lockers

- There are day lockers available in or near the following library locations:
  - Inner City Library: on all floors
  - Randwyck Library: near the entrance
  - Bonnefanten Learning Spaces
  - USC Learning Spaces
- Lockers must be emptied at the end of each day
- The lockers are available to use free of charge
- The University Library is not liable for any loss, damage, or theft of items stored in the lockers
- It is strictly prohibited to store alcohol and drugs in lockers
- The library retains the right to randomly check the lockers for inappropriate usage, without giving prior notice

## The Parlour (Inner City Library)

The Parlour will be reserved for official functions and skills training, but when not reserved the Parlour is a silent study room which can also be used to consult the precious books collection. When consulting the precious books collection the following rules apply:

- Follow the instructions given by library staff
- Visitors consulting the old book collection have preference over other users
- Books can only be consulted outside this room with prior permission from a member of the library staff
- Books can only be photocopied or photographed in consultation with a member of the library staff

- The only writing utensils allowed in this room are pencils
- Do not touch old books more often than is necessary and refrain from putting paper or other objects inside them. Do not bend open tight bindings
- When you leave this room, library staff is entitled to check your belongings and the books you used

## **Reserving (computer) rooms**

In the Inner City Library, only teachers and other UM employees can reserve rooms.

In the Randwyck Library students can reserve group rooms with the room booking app in [myUM](#). Teachers and other UM employees can [reserve rooms](#) in the Randwyck Computer facilities

## **Inner City Library garden rules**

- You may eat, drink and smoke in the garden, but drugs and alcohol are prohibited
- Please leave the garden clean and tidy: place your rubbish in the bins provided
- Please limit the noise, not only for your fellow students, but also for the neighbours
- If you take any books out to the garden, please return them to the bookshelves afterwards