

## Guidelines for the use of study spaces in dlr Libraries

- dlr Libraries welcome those who wish to use our facilities for study or research purposes.
- dlr Libraries are inclusive community spaces shared by all. Therefore, please bear in mind library spaces may not always be conducive to ideal study conditions.
- There are a specified number of study spaces in each branch. These are allocated on a **first come, first served** basis in specified study areas.
- Study spaces may not be reserved by users for others who are not present.
- If a study space is left vacant for 30 minutes or longer, it may be taken by another user.
- Users are at all times responsible for their own property. For security reasons, study spaces must be cleared when the library is closed.
- Internet PC desks are not study spaces and are solely for Internet use.
- For Health & Safety reasons, the areas around study spaces, bookshelves, aisles and floor space must be kept clear and free of trip hazards.
- Library furniture should not be moved from its usual location.
- You are requested to respect library staff and other users. Just as the customer is entitled to the highest level of customer service, members of staff should receive the same levels of respect and courtesy from the customer.
- You are requested to comply with directions from library staff and to refrain from any behaviour which would cause a disturbance to others.
- Any person or group creating a disturbance will be asked to leave the library for the remainder of the day or for a longer period.
- You may be asked for your name and the name of your school/college.
- Mobile phones may be used in the library on condition that they are set to silent.
- Food and drink may only be consumed in designated areas.
- Thank you for respecting dlr Libraries Guidelines for the use of study spaces.