



# Global Study Lounge Code of Conduct

Please note, your access and use of the space is subject to your behaviour and conduct. Any misuse of the space may result in reduced opening times, increased staff presence, or, in extreme cases, closure of the space. Please be respectful of the facility and keep the following guidelines in mind when using the space:

1. Please do NOT unplug any of the tech or screens in the Global Study Lounge or bookable pods.
2. Bottled beverages ONLY and light snacks are permitted within the Global Study Lounge outside of staff-led events. Beverages should be kept away from resources in the space. **Please remove your rubbish with you.**
3. The door to the Global Study Lounge is a fire door and should remain closed. For this reason, please do not prop it open. Keeping the door closed also ensures the classes on the same corridor are not disturbed.
4. The PC at the printing station is reserved for students and visitors to print when their device is not set up or compatible with the wireless printing system. This PCs should not be used for personal use or study.
5. Students should bring their own portable devices (mobiles, tablets, laptops) to use in the space. These devices should be used with students' own headphones/earphones.
6. Students should be respectful of other students using the space. Music and other audio files should therefore not be played on loudspeakers.
7. Noise, in general, should be kept to a respectable level to show consideration of other users of the space as well of the classes taking place next door (EM 228) and in other rooms along the corridor (EM 226-227).
8. The Avocor screen and connected tech at the lectern is for staff use only during standard opening times. If using the space to practice a (group) presentation, please use your own portable devices, or the screens in one of the bookable pods, for display purposes.
9. The books and additional resources within the Global Study Lounge are for your use. These are to be used within the Global Study Lounge only and should not be removed from the space. This is an '**honesty system**'; we trust you will use and return the resources with respect and as outlined. Once finished using, items should be returned to the shelf you took them from. If you wish to use the resources outside of the Global Study Lounge, you are permitted to photocopy up to 10% of the resource to take away in line with copyright guidelines (e.g., 10 pages from a 100-page book).
10. **Please ensure you leave the space as you found it. Return any resources used to the shelves.  
Take any rubbish with you from the space when you leave.  
Close the door behind you on exit.**

*Thank you*

**Daniel Devane**  
**Director of the Global Study Lounge**

