

Subject:

Student Code of Conduct in the Library

Version:

V5-221012

Supersedes:

V4-190612

This document is issued and controlled by the Head of Academic Professional Services and Quality. Approval for changes may only be given by the Director or in his/her absence, a nominee appointed by the Director. This is a controlled electronic document, is subject to updates and must not be copied.

These rules are designed to ensure that all Library users obtain the maximum benefit from the facilities. These rules apply to both physical and electronic Library spaces. Only Middlesex University Dubai students, alumni, approved overseas Middlesex students, staff members, and authorized visitors are allowed to use the Library.

At all times, students must also ensure full compliance with the laws of the United Arab Emirates (UAE). This includes the regulatory framework of the Dubai Government's Knowledge and Human Development Authority (KHDA), Dubai Development Authority (DDA) and all other applicable federal or Emirate-level laws.

General:

- To enter the Library, you must possess a valid Middlesex University ID card and produce it if asked by any member of the university staff (including Security Officers).
- You may not use another student's ID for any Library transaction.
- You are responsible for your property at all times. The Library takes no responsibility for lost or stolen property.
- Books, laptops, and personal possessions may not be left unattended in the Library. Library or security staff reserves the right to remove items left for longer than 15 minutes in order to provide access for other users.
- Mobile phones must be on silent. No conversations may occur on mobile phones in the Library. Messages may not be listened to on mobile phones in the Library.
- No devices (laptop, tablet, phone, etc.) may generate noise. Headphones must be used with all noise-producing devices.
- Staff and students have the right to carry out their work and study in the Library without intimidation or aggression from others.
- Food (cold, uncooked, and non-aromatic) and drinks with lids are allowed. However, this privilege is subject to being revoked if students do not demonstrate respect for others using these spaces (and for Library staff) by using the rubbish bins to dispose of wrappers.
- In respect of other Library users, students are asked to leave the desks they have used clean and tidy.

- Reference books and un-borrowed materials must be returned to the book sorting bin near the book stacks. Students should not return books to the shelves.
- You may not remove any materials from the Library without authorisation. Failure to observe this may lead to the suspension of borrowing facilities.
- Items borrowed on one person's card must not be transferred to another person. You are responsible for all items on your account at all times.
- All resources, including loanable laptops, must be treated with care. Anything which is lost, destroyed, or damaged beyond repair must be paid for by the person who has the material checked out.
- Students found damaging the Library, stealing, or defacing Library materials and/or space will be subject to University disciplinary procedures.
- You must comply with all data protection and copyright laws and related University regulations.
- Any outstanding fines and other charges may result in Library privileges being withdrawn until payment is made.
- Photography, filming, and/or recording may only be done in the Library with required prior approvals.
- If video calls or online meetings are held in the Library, virtual backgrounds should be used to ensure that the privacy of the other users of the Library is protected.

Noise in the Library:

In order to achieve our goal of providing study spaces for a variety of needs, two different types of study areas have been created in the Library. Library staff endeavour to ensure that students behave appropriately in accordance with the zone designations:

- *Silent Study*: No talking or whispering, no mobile phone noise, for individual study only.
- *Individual / Group Study*: Allowed, no mobile phone use allowed, quiet voices only.

All those in breach of the above regulations will be asked to immediately leave the Library. Additionally, their Middlesex Student ID cards may be confiscated. This will be regarded as a violation of the Student Code of Conduct, and action will be taken under the University's disciplinary procedures.

Amendment History

Previous Version	Changes to previous version in the current version and date.	Updated by	Authorized by
V4-190612	Removed - Library Silent Study and Library Individual Study (LIS) Added - If video calls or online meetings are held in the Library, virtual backgrounds should be used to ensure that the privacy of the other users of the Library is protected.	Head of Academic Professional Services and Quality	Director