

# BAKU HIGHER OIL SCHOOL LIBRARY

## CODE OF CONDUCT

### INTRODUCTION

**The Library strives to provide for its authorized users:**

1. Access to library materials or an ability to recall them according to library policy;
2. Journals, documents and books that are complete and unmarked;
3. Surroundings and library collections free from the problems caused by food, beverages, and other damaging substances;
4. A library environment suitable for reading, study and activities in support of campus research and instructional programs.

### PROHIBITED BEHAVIORS

**Certain behaviors, detailed below, are in conflict with these goals:**

1. Removing or attempting to remove library materials, equipment or property without proper checkout or other official library authorization;
2. Failing to either renew or return library materials when due;
3. Concealing library materials in the Library for the exclusive use of an individual or group;
4. Mutilating library materials by marking, underlining, removing pages or portions of pages, removing binding, removing electronic theft devices, using post-its and paper clips or in any other way damaging or defacing library materials;
5. Eating and drinking in the Library;
6. Smoking in buildings or near entrances and exits.

### USE AND PROTECTION OF THE BUILDING AND LIBRARY EQUIPMENT

1. Vandalizing or defacing the Library building, furniture or equipment;
2. Maliciously accessing, altering, deleting, damaging or destroying any computer system, network computer program or data.

### BEHAVIOUR IN THE LIBRARY

1. Silence shall be maintained as far as possible in the Library;
2. Readers must present their BHOS ID Card for inspection if requested by a member of the Library staff in the course of their duties;

3. The use of portable computers and mobile devices is permitted in the Library provided that they are quiet in operation;
4. The use of equipment likely to disturb or distract other readers or to damage Library materials (e.g. mobile phone, digital scanners, radios, cameras, etc.) is not permitted in the Library. General photography and filming (e.g. of people or the building) is prohibited;
5. Library staff are empowered to stop any activity in the Library which they consider prejudicial to the safety, well-being, or security of readers or Library staff or to the preservation of the collections.