Rules for the Use of the Kellogg Library

To allow all students to be able to work effectively in the Library, please ensure you keep to the following rules at all times and be considerate of other users of the Library.

**Books**

1. The borrowing of materials from the Library is not currently permitted. Unauthorised borrowing will result in disciplinary action.

2. Books should not be reshelved, but should be placed in an 'awaiting shelving’ tray or on the desks

3. Library materials may be used in any room within the Library. If you need to consult a book which is in a room temporarily inaccessible (e.g., for a seminar), please ask Reception, who may be able to help.

4. Writing in books is forbidden: those found to have written in books, or otherwise to have deliberately or negligently damaged them, will be charged for their replacement.

5. The corners of pages should not be turned down to mark places, nor should open books be placed face-down on any surface.

6. Knives, scissors and other sharp objects are not permitted in any Library rooms. If uncut pages need to be separated, Reception should be asked for assistance.

**Food and Drink**

7. No food is permitted in the Library.

8. Drinking water may be taken into the Library provided it is in sealable bottles, and hot drinks may be taken in provided they are in KeepCups (available from the Bodleian Shops [http://www.bodleianshop.co.uk/bodleian-libraries-keepcup-navy.html] and, at a discounted price from some Bodleian Libraries).
**Noise**

9. No conversations (in person, phone, Skype or otherwise) in the rooms or hallway. If you need to have a discussion or conversation, please leave the Library.

10. No music or other audio material should be played in the Library. If you are using headphones, please check that absolutely no sound is audible to other people in the room.

11. Be aware that everyone has certain habits while working (clicking pens, drumming on the table etc.) but as the Library is a communal workspace, please try to work as quietly as possible at all times.

**General Conduct**

12. Please do not reserve work-stations or leave materials (papers, bags etc.) on any of the desks unless you are returning within a very short amount of time. If you are leaving for a seminar and are planning on returning later, please remove your property to make way for others. Items left unattended may be removed by College staff.

13. If you are using one of the College computers, make sure you log out and switch it off when you have finished.

14. Please do not use the sofas in the Library to sleep on. If you feel like relaxing for a while, please go to the MCR.

15. If you are the last person to leave any Library room (especially at night), please make sure all windows are closed, the lights and all workstations are switched off.

If you feel that other people are not keeping to these rules and are disturbing you in any way, please do not hesitate to contact the Fellow Librarian at paul.barnwell@kellogg.ox.ac.uk, the Junior Deans at junior.dean@kellogg.ox.ac.uk, or the Dean at alistair.ross@kellogg.ox.ac.uk.

Fellow Librarian

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