

Getting the most out of the library

Over recent years the Library has developed its facilities and collections to offer a first class service. If you find something doesn't work, please let us know – we're really keen to make this the best service we possibly can. There is a suggestions link on our website or you can simply talk to us at the Issue Desk!

In order to make the library a pleasant space for everyone we have a few guidelines we'd like you to observe....

- **Please bring your ID card with you each time you need access to the Library. Don't lend your card to anyone else!** Library staff might ask to see your card – please be prepared to do so if this happens.
- All the books and journals are security tagged. **If you trigger the alarm on leaving the Library staff may ask to look through your bags.**
- Markings in the books can be really annoying to future readers, **so please don't write notes in the book!** If you leave stickers as markers, please remove them when you return the book.
- **You can bring bottled water into the library, but all other food and drink isn't allowed. Sorry!**
- **Please switch your phone to silent and don't make or receive any calls in the library!**
- We don't like to do this, but if people consistently don't stick to the rules disciplinary action may be taken against them. Please go to <https://www.ucl.ac.uk/library/regs> for more information.
- Please be careful when handling books and journals when photocopying and protect them from damage (rain, spillages etc.) when away from the Library.
- Please **re-shelve books and journals** so others can find them easily.
- Do not install any software on the computers!
- **Make sure you back up your data properly!** The hard disks of our PCs are wiped clean every night, but you may save your files temporarily in the 'Thawspace' (W: Drive) on the hard disk of the PCs. Please store your files at the end of the day on removable media, like USB sticks. You can buy these from the issue desk if you need one urgently.
- **To reduce jamming and damage to our equipment only paper provided by the Library may be used in printers and photocopiers.**

Thank you!