SMU SINGAPORE MANAGEMENT UNIVERSITY | Libraries

SMU LIBRARIES' CODE OF CONDUCT POLICY

ABOUT US TAB

Welcome to the SMU Libraries. Members of the SMU community are welcome to use the Libraries' information resources, services and learning spaces. The Libraries seeks to provide safe and secure learning spaces and cooperation from users is expected.

CIRCLE VALUES

1. Commitment;
2. Integrity;
3. Responsibility;
4. Collegiality;
5. Leadership; and
6. Excellence

SMU COMMUNITY MEMBERS

- The Libraries admits only authorized members of the SMU community
- SMU identification /membership card must be produced whenever requested by security or library staff
- SMU identification / membership card is not transferable
- Security or library staff have the right to ask users to show all books and personal belongings at the exit if deemed necessary
- View Student Cards Terms and Conditions

RELEVANT SMU POLICIES

- SMU Code of Student Conduct applies to all activities in the Libraries
- Acceptable Use Policy (Use of Information Technology)
- Appropriate Use of Electronic Resources
- Security or library staff have the right to ask any person to leave the library if he/she does not comply with the above policies
- Offenders will be reported to the University Librarian and may be barred from entering the Libraries
- View Guidelines to Non-Academic Sanctions

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SMU LIBRARIES ETIQUETTE:

LIBRARY RESOURCES AND FACILITIES

- Do not mutilate, misappropriate, damage or deface library resources
    - Library resources and facilities include collections (books, journals, newspapers, media, etc.), buildings, equipment, and furniture.
- Users are responsible for damages done to library resources
- All resources must be returned in good condition
- Borrowers are required to pay for library resources found damaged or lost; Damaged materials should be reported before borrowing
- Obstruction to use of equipment or facilities, or denial of access to resources through theft or deliberate misplacement will not be tolerated
- Defacement or damage to library resources including, but not limited to, underlining, highlighting, writing, removing pages or security devices will not be tolerated

CONSUMABLES

- No food will be allowed in the Libraries
- Use of alcohol, tobacco or controlled substances within library premises will be punishable by law

UNATTENDED BELONGINGS & SEAT HOGGING

- Users may not use their belongings or leave behind their belongings to reserve space, or prevent use of space by other library users
    - The Libraries will not be held responsible for the loss, theft or damage of any unattended belongings
    - Security or library staff have the right to remove any items or unattended belongings left within the Libraries premises
    - Users are empowered to remove any items left unattended for more than 30 minutes
    - Lost and found items should be handed over to the Security Desk
- Sleep outstretched in the Libraries is not allowed

MISCONDUCT

- The following behaviors will not be tolerated within the premises
  - Excessive noise above ordinary conversation is prohibited throughout the Libraries
  - Create disturbances with disruptive noise, e.g., loud talking or audible electronic devices (e.g., listening to music or watching a film)
  - Exhibit any threatening or intimidating behaviors, e.g., abusive language, threats of violence or harassment
  - Engaging in gambling activities
  - Engaging in any sexual activities including, but not limited to, unwanted or inappropriate touching or indecent exposure

HYGIENE & CLEANLINESS

- Do not place your feet on seats
- Do not litter in the Libraries