We are all part of the City Lit community and we want every student to experience City Lit as a friendly, welcoming and open organisation. To give everyone a safe working environment we ask that:

* Students respect each other, our staff, our facilities, our equipment and our resources.
* Our staff are here to help you and should be treated respectfully. Abusive and disruptive behaviour towards staff will not be tolerated and could result in your access to the Student Centre being withdrawn.
* Priority is given to queries relating to the services run within the Student Centre. Staff time available to assist with queries will be dependent upon the demands of the service.
* Students comply with the college rules for computer use. If inappropriate material is accessed Student Centre membership will be withdrawn immediately.\*
* Computers are for current students of City Lit. If you have not enrolled or attended a course for 3 months or more computer access will be withdrawn to prioritise access for those currently studying.
* Staff can only help with basic IT troubleshooting.
* You do not take mobile phone calls within the Student Centre and keep phones on silent when using the space. When playing media thorough your mobile phone please use headphones.
* You do not consume food in the Student Centre.
* All personal items are placed under the tables or on the back of your own chair when working. Other chairs are to be kept free of your items.
* Bags are kept with you at all times. Unattended items will be removed by security.
* If you have any questions or concerns about others using the space you direct these to a member of staff.

\* Please refer to the IT Acceptable use policy

The library is one of the services offered in the Student Centre. So that all students can benefit from our library resources we ask that you:

* Bring your Student Centre library card with you and show it to staff.
* Return or renew borrowed items by their due date **\***
* Return items in good condition so others can use them **\***
* You pay any charges promptly. Delay in paying charges could lead to your use of resources being suspended.

**\*** We charge for items that are renewed or returned late, damaged or lost

By joining the library and using our resources you are agreeing to abide by the above terms and conditions. This policy is set out to create a safe, fair and welcoming learning environment.

Students who consistently return or renew items late will have their access to resources withdrawn and students who are unable to follow this will have their library membership and IT access withdrawn.

The college year runs from 2nd September 2019 to 14th August 2020.

All library accounts will expire by Sunday 14th August 2020.