PERSONAL BEHAVIOUR IN THE RESEARCH COMMONS

- **Respect for others:** The aim of the Unisa Library and the Research Commons is to create and maintain a positive and productive learning and research environment in which all persons treat each other with respect. A person who exhibits disruptive or inappropriate behaviour will be required to leave and may be suspended from using these facilities for a further period.

- **Respect for furniture and fittings:** Each user must treat the furniture and equipment and other Library Material with care. Under no circumstances may any library computers be **unplugged** for the use of personal devices.

- **Respect for the environment:** Each user is requested to treat the physical environment of the Research Commons with respect and dispose of waste in the containers provided.

- **ID cards:** A valid Unisa ID card must be presented to the staff on duty when requested. Users may also be required by any authorised person to identify themselves as postgraduate (M&D) students or staff of Unisa. You **may not** use another person's Unisa ID card.

- **Swiping in and out of the Research Commons:** Users must use their own swipe card to gain entry and to exit the Research Commons. On no account may a user swipe in /out on behalf of another user.

- **Mobile devices:** Audible use of mobile devices is **not** permitted in the Research Commons neither are telephone conversations other than those by the staff, permitted. Please conduct telephone conversations outside the Research Commons.

- **Personal belongings:** Personal belongings are the responsibility of the owner. If left unattended at study desks, computers or elsewhere in the facilities, even with a note, for more than 45 minutes, they may be removed by authorised security staff. Neither the University nor the Library is responsible for any loss or damage to personal belongings left unattended or removed.

- **Stolen belongings:** Items left unattended may be stolen. Stolen items should be reported to the Unisa library's security services. Neither the university nor the library takes responsibility for stolen items.

- **Food and Drink:** Eating and drinking is **not** permitted in the Research Commons except that:
  - Drinks in approved spill-proof bottles or lidded containers are allowed at individual study desks that do not have desktop computers.
  - Alcohol is not permitted.
  - No food, including snacks, is permitted in the Research Commons.

  **All individual study desks and computer workstations are to be left clear and tidy for the next user**

We regret that should an individual's behavior be disruptive or in violation of any sections of the above and also the Unisa Library’s Rules, that individual may be asked to leave the Library for the remainder of the day. Further infractions may result in removal or suspension of library privileges.

Thank you for your cooperation! Together we will make the Research Commons a congenial environment for all who use it!