24 HOUR ACCESS USER AGREEMENT

Access to the library outside the normal staffed hours is restricted to current staff and students with a valid University card. It is subject to certain conditions (detailed below) and your agreement to abide and be bound by those conditions.

Please familiarise yourself with the following terms of use and return the completed form, with your University card, to the Service Desk, so that staff may activate your card for 24 hour access.

1. **Respect the space.** Please leave the library as you would like to find it. Due to 24 hour access the library is heavily used, please be courteous to fellow users and those employed to keep it clean by not leaving it in a mess. Use the recycling bins provided and don’t leave any rubbish on the desks. You may bring into the library such items that you require to work with i.e. laptops, paper, pens etc. Examples of items you may not bring into the library would be electric fans, kettles, sleeping bags, excessive items of clothing, footwear and other such personal items. We fully appreciate that those working late at night might occasionally have a short sleep due to tiredness but anyone using the library as a place to sleep for prolonged periods may find their access revoked.

2. **Respect each other.** Anyone engaging in behaviour that might in any way cause distress or embarrassment to other users or staff will have their access revoked. In addition the incident will be reported to their college or department for further action to be taken. Aggressive behaviour, be that verbal or physical, against staff or other users will not be tolerated under any circumstances. We understand that stress levels can be high around deadlines but this does not excuse antisocial behaviour of any kind.

3. **Food and drink.** You are permitted to eat food within the designated break space on the Ground Floor. Bottled drinks and hot drinks from the vending machine are allowed to be consumed on any floor provided lids are used to prevent spillages. All food containers should disposed of in the appropriate recycling bin. If a bin is full please inform a member of staff. Do not over fill the bins as this can lead to spillage on the carpets. Water dispensers are provided on all floors and there is a vending machine in the ground floor lobby area and hot drinks machine in the Lower Ground. You are invited to use these facilities but should bear in mind that during Summer Term the building can become exceptionally busy at weekends and these machines may become empty before staff are in a position to replenish them. With this in mind students should be prepared to make alternative arrangements. Under no circumstances should users attempt to change the water bottles themselves but inform a member of staff at their earliest convenience.

I understand the terms under which 24 hour access is being granted to me and that I am responsible for my own safety. I hereby solemnly promise to abide by these conditions, on the understanding that, the library reserves the right to revoke access in the event of any breaches of these terms or that there is concern for my wellbeing as a result of my behaviour or activities within the library space.

Signature:                                                                                                                       Date:

For how we use your data please visit https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data (For students) or https://www.hr.admin.cam.ac.uk/hr-staff/hr-data/how-we-handle-your-personal-data (for staff)