



### **Personal Conduct Policy**

The Advanced Studies Centre consists of a number of study and learning spaces across the College. The following points apply to College members using the Walton Reading Rooms, the Per Saugman Room, the Judith Folk Templeton Room and the Rotunda:

1. Members can access the Advanced Studies Centre 24 hours a day, 7 days a week.
2. Mobile phones should be switched to silent, non-vibrate mode. Telephone calls should not be made or received in the reading rooms, entry-ways or corridors.
3. The reading rooms are silent study spaces. Members should be considerate of others when listening to music through personal headphones. Conversations should also be kept to a minimum in the entry-ways and corridors.
4. Only bottled water is allowed. Members found with any other food or drinks will be asked to remove them. Repeat offenders will be charged a £10 fine.
5. Desks should be cleared of personal belongings at the end of each day and cannot be reserved overnight.
6. Members must evacuate the buildings on hearing the fire alarm.