

# LIBRARY RULES

## **TAKE OTHERS INTO ACCOUNT:**

There are also other people working in the library  
- please notice your voice volume etc.

## **USING LIBRARY FACILITIES:**

### GROUP WORK ROOMS:

The rooms are meant for **group work only**.  
Please cancel your booking  
if you are not able to get there in time.

### SILENT STUDY ROOM:

The room is meant for **individual work**.

## **USING LIBRARY'S COMPUTERS:**

Please do not book the computer unnecessarily.  
Release the computer for others  
if you leave it for more than 15 minutes.

## **TIDINESS AND COSINESS:**

Please put the furniture / things in their place  
and the trash into the rubbish bin.

## **LIBRARY MATERIALS:**

Take care of the material you are using.  
Contact the library immediately  
if you have lost or damaged the book etc.