

## SSU Library Information System

### Code of Conduct

**Created:** 06.01.2025

**Last modified:** 03.03.2025

#### Main Statements:

1. Users are expected to respect others by keeping conversations at low levels and to avoid actions that cause disturbance to others on all floors.
2. Only closed, spill-proof water containers are permitted in all areas of the library. Drinking any other beverages or eating any food is unacceptable.
3. Mobile phones should be set to vibrate or silent mode, and taken outside the study area if necessary.
4. It is mandatory to use headphones when listening to audio or video in the library.
5. During exams, computer desks are allowed to be used for educational purposes only.
6. Patrons (*i.e. users, customers*) should respect furniture and other facilities and they are expected to promptly report defects, damages or malfunctions noticed in any Library item to Library staff.
7. Electronic appliances and equipment such as thermostats, other controls etc. are to be handled by Library staff or technicians only.
8. Users should not put books back on the shelves after using them. Readers are required to hand in the books to the service desk or leave them on the table.

**NOTE:** Fines for the lost and damaged, as well as misused library resources are regulated according to the "Law on Library Work of the Republic of Azerbaijan"

The Library administration reserves the right to suspend or withdraw library privileges from persons who contravene the Library Regulations.