



GENERAL RULES OF THE UNIVERSITY

1. Student Identity Cards, issued to each student at Registration, shall be carefully retained and produced on demand to any University official or member of the academic staff or properly authorised University employee. If a student fails or refuses to produce his/her Student Identity Card on such demand, he or she may be denied access to any or all University premises and facilities. If the Student's Identity Card is lost he/she should immediately inform the Registrar's Office. A replacement may be issued on payment of a fee.
2. A student entered for a course or courses is expected to attend all lectures, tutorials, laboratory classes and all other requirements given in each course for which he/she is registered.
3. If a student changes his/her address, he/she must notify the Registrar's Office as soon as possible.
4. A student who wishes to withdraw from the University should before withdrawing firstly notify the Registrar's Office and the Library and secondly return his/her Student Identity Card to the Registrar's Office. Students must also advise the Academic Advisory Office Room 59, Arts Building Annex, telephone (01 708 3368). Failure to do this could affect later claims regarding fee remission or social welfare entitlements.
5. The *Public Health (Tobacco) Acts 2002 and 2004* prohibit smoking in all enclosed areas. The legislation applies to all University buildings including offices, lecture halls, class halls, restaurants and the Students' Union Bar. Smoking will not be permitted in student accommodation with the exception of designated smoking apartments. A fine of up to €3,000 may be imposed on any person found in breach of the provisions of the legislation.
6. The consumption of alcohol on the campus/college grounds is prohibited without the expressed permission of the College or University authorities.
7.
 - Motorists and cyclists must adhere to the speed limit of 25 kms per hour that applies throughout campus. Vehicles must be parked in the car parks or designated parking areas.
 - Bicycles must be left in bicycle racks which are provided in key locations around the campus.
 - Motor cycles are not permitted on the South Campus and must be parked in the vicinity of the bicycle racks at the Main Gate.
 - Cycling is prohibited in Saint Joseph's Square, in the vicinity of the John Paul Library, on the footbridge linking the North and South Campus and in such other areas as are indicated in signposts.
8.
 - Parking in Saint Joseph's Square is reserved for resident staff of Saint Patrick's College.
 - Parking to the front of Stoyte House and Long Corridor is restricted to designated staff of Saint Patrick's College.
 - Saint Joseph's Square is a formal garden. Picnics, sunbathing and sitting on the grass are not allowed within the Square.



NUI MAYNOOTH
Oifís na hÉireann Músaic

9. By way of medical and counselling support, the University authorities may require a student during his/her period of study at the University to attend a nominated medical practitioner/counsellor. The authorities would require such attendance only where they consider it to be necessary for the safety or well being of the student concerned and/or the safety or well being of another/other member/members of the University community or otherwise. The University authorities would be responsible for the cost of the initial attendance but not in respect of any further attendance for treatment indicated.
10. A student may be denied access to any or all University premises or facilities without notice, and for such period of time as the University authorities see fit, in the event that the University authorities consider such exclusion to be necessary in the interests of the safety or well being of that student and/or any other member/members of the University.
11. Any accident which occurs on campus must be reported to the University Health and Safety Officer, without undue delay.
12. All property found on campus is to be handed in to Security. Property not claimed after a period of three months by the true owner becomes the property of the National University of Ireland, Maynooth or St Patrick's College, Maynooth.
13. Failure to comply with these rules may result in the imposition of disciplinary sanctions (including expulsion, fines, campus service and, in the case of the rule in relation to vehicles, the placing of adhesive stickers on vehicles and vehicle clamping requiring a release fee of €80).

CODE OF DISCIPLINE FOR STUDENTS

Introduction

The purpose of a Code of Discipline within the National University of Ireland, Maynooth is to ensure that the pursuit of the objectives of the University is not disrupted. These objectives are primarily the advancement, promotion, gathering and dissemination of knowledge and understanding through teaching, research, learning, science investigation and rational discussion. To enable these aims to be fulfilled in a satisfactory manner it is necessary that a suitable academic environment be maintained. A Code of Discipline is a positive thing which promotes concern and respect for other people's rights and property. This helps to enhance the quality of life for all members of the University community – staff and students. A student who registers for any course in the University will be expected to accept these objectives and to comply with the rules and regulations of the University.

A Committee of Discipline exists to help maintain good discipline within the University and its general environs.

The Code of Discipline and its implementation are subject to the Statutes of the University and to amendment by the University authorities. The Code of Discipline is subject to review at such intervals and in such manner as the University authorities consider appropriate.

Rules and Breaches

The two basic rules of the Code of Discipline shall be:

1. Every student is expected and required to respect the rights of fellow students and the authority of the University academic and other staff in the performance of their duties and at all times to observe the rules and regulations of the University and at all times conduct themselves in a manner conducive to the academic environment of the University and the promotion of its objectives.

2. Every student is expected and required to respect the rights of fellow students in the enjoyment of the facilities of the University, including its clubs and societies, and all privileges in relation to those facilities and to observe applicable rules or regulations in so doing and at all times to respect the property of the University and/or of other students, members of the University staff or other persons working in or visiting the University.

In applying the two basic rules the Committee of Discipline would normally regard as serious breaches of the Code such matters as:

- Plagiarism, cheating or the use of unauthorised material during an examination or other breaches of Examination Regulations. Breaches of the Examination Regulations shall be dealt with directly by such officers of the National University of Ireland, Maynooth as are specified in those regulations.
- Disruption of teaching, study or research or administration of the University.
- Obstruction of members of the University administrative staff, academic staff, officers, students or servants of the University in the performance of their duties.
- Furnishing false information to the University with intent to deceive or in circumstances calculated to deceive.
- Forging, alteration, or misuse of University documents, records or identity cards.
- Intimidation or harassment of any kind, physical abuse or verbal abuse of a defamatory character of another person.
- Malicious or reckless damage or theft of University property or any other property on the University grounds. Misuse of University property including library materials or private property on the campus.
- Forcible occupation of University buildings or grounds.
- Unwarranted interference with the University's safety equipment, fire fighting equipment, security systems and alarm systems.
- On- or off-campus conduct likely to bring the University into disrepute. Engaging in activities that contravene the laws of the State and infringe either of the University's two basic rules of discipline.
- Refusal to produce a Student Identity Card when requested to do so by a University staff member who shall identify himself/herself.
- Failure to pay a fine or comply with a disciplinary sanction imposed for a breach of discipline (subject to any right of appeal applicable).
- A serious failure to comply with the regulations governing the use of University computer services (Code of Conduct for Users of Computing Facilities listed below) and Library services which, in the case of a breach of library regulations, has not been dealt with by the Librarian in accordance with the terms of those regulations.

Membership of the Committee of Discipline

The Committee of Discipline shall comprise:

- The Vice-President or his nominee who shall be the Chairman of the Committee of Discipline
- One member of the academic staff elected by the Academic Council
- One academic staff member elected by the Student Assembly prior to 31st October in the year of selection
- The President of the Students' Union
- One student nominee of the President of the Students' Union to be nominated by 31st October in the year of selection.

Each of the academic members is elected for a period of three years.



Four members one at least of whom must be a student shall constitute a quorum for a meeting of the Committee of Discipline and the Vice-President or his nominee will act as Chairman. Should a meeting duly called fail to be quorate due to student non-attendance then the postponed meeting held within a reasonable time shall not require the presence of a student member to be quorate provided that four committee members are in attendance. An agenda will be circulated in advance of Committee meetings and save as provided below the deliberations of the Committee will be kept in confidence.

Procedure

It is open to any staff or student member of the University to report in writing any alleged breach of the Code of Discipline to the Chairman of the Committee of Discipline. If an allegation of a serious breach of the Code has been made against a student, the Chairman shall have the power to exclude that student from University premises, if he deems fit, while the alleged breach is being investigated.

The Chairman of the Committee of Discipline is empowered to handle summarily what he regards as minor breaches of the Code of Discipline. In cases where the Chairman adjudges the alleged breach to be of a serious character he shall refer the issue in writing to the Committee of Discipline at the earliest convenient opportunity.

An appeal from a decision by the Chairman of the Committee of Discipline shall be to the Committee of Discipline (excluding the Chairman). The appeal procedures shall apply to such an appeal only to the extent relevant. A reasonable effort must be made to inform the student in writing of the alleged breach:

- detailing the nature of the allegation and any grounds on which it has been made;
- informing the student of his/her rights; and
- inviting him/her to attend a meeting of the Committee of Discipline convened to deal with the allegation and to make such representations in relation to the allegation as he or she sees fit.

The student is entitled to have present to assist him/her at the meeting a representative who is a registered student or a member of the academic or administrative staff of the University. The University or the student in question may have a legal adviser present at the meeting subject to prior notice having been given to the student or the Committee as the case may be. If a student fails to respond to such an invite and/or to present himself or herself at the meeting the matter may be dealt with in his/her absence.

If a member of the Committee of Discipline is a complainant or is otherwise involved in the alleged breach of conduct he/she shall be replaced at the meeting by a nominee of the Vice-President of the University. The Committee, having considered the allegation, the evidence received in relation to it and any representations made by or on behalf of the student and made such inquiries as it sees fit, shall deliberate in private and shall notify the student of the outcome within three days, where practicable. The Committee shall forward a written report of its handling of any serious breach of conduct to the President and, in the event of an appeal, following the expiry of that appeal, to the Academic Council.

Where a Head of Department or the Head of Security (hereinafter referred to as “the Relevant Head”) becomes aware of a breach of the Code of Discipline of the type described below, he or she may elect not to refer the breach to the Vice-President and may deal with it in the following manner. The kind of breach of the Code which may be dealt with by the Relevant Head is one where:

- in his/her opinion, the breach is such that it could appropriately be dealt with by the Relevant Head;
- the student has admitted the breach of the rules and confirmed in writing that he or she wishes to have the matter dealt with by the Relevant Head.

The Relevant Head shall promptly inform the Chairman of the Committee of Discipline that he or she is dealing with such a breach. The disciplinary sanctions which may be imposed by a Relevant Head are confined to a fine not exceeding €64, campus service up to 5 hours, a reprimand, warning or advice and repay compensation for loss or damage caused.

In deciding what disciplinary sanction will apply the Relevant Head will ensure that the student is informed of the full case against him/her and offer the student an opportunity to explain any mitigating circumstances to the Relevant Head. A written summary of the facts of and the decision taken in any such case will be supplied to the Chairman of the Committee of Discipline. An appeal from a decision by the Relevant Head shall be to the Chairman of the Committee of Discipline and the appeal procedures shall apply to such an appeal only to the extent relevant.

Disciplinary Sanctions

The Committee of Discipline may impose the following sanctions upon a student who has been found in breach of discipline:

Expulsion - that the student ceases to be a member of the University and that he/she be barred from any property occupied by the University. This sanction shall appear on the student's record permanently.

Withdrawal - that the student be requested to withdraw from the University permanently or for a stated period or until he/she has complied with requirements laid down by the Committee.

Suspension - that the student be suspended from the University or be barred from certain University activities for a stated period or until he/she has complied with requirements laid down by the Committee, or the Relevant Head.

Fine - that the student be fined a sum determined by the Committee or the Relevant Head.

Campus Service - that the student be required to carry out a period of service on the University campus of a nature and on such terms as are determined by the Committee or the Relevant Head.

Reprimand - that the student be reprimanded and warned that if further breaches of discipline occur in future his/her present breach would be taken into consideration by the Committee or the Relevant Head when imposing a sanction.

Conditional Discharge - that no further action be taken against the student provided he/she fulfils the conditions laid down by the Committee. The Committee reserves the right to impose conditions involving compensation in the case of damage to property or persons. The Committee may also give an absolute discharge. Save as provided above any sanction imposed shall if the Committee so decides appear on the student's record for such period of time as the Committee may decide.

Appeal Procedure

A student who is aggrieved by a decision of the Committee of Discipline shall have the right of appeal to the President of the University. The President may, at his discretion, decide that an Appeal Committee of three people would deal with the appeal. An Appeal Committee shall consist of two nominees of the President, one of whom must be a member of the academic staff. A third member shall be a student nominated by the President of the Students' Union. The appointment of an Appeal Committee shall be notified to the student in question. No member of the Committee of Discipline which made the appealed decision shall be a member of an Appeal Committee. Appeals must be brought within twenty eight days of the date of service of the original decision. References below to the appellate authority are to the President or, where he decides that an appeal will be dealt with by an Appeal Committee, the Appeal Committee. Appeals will not normally involve a rehearing of the evidence but arrangements must be made for written submissions, appearing in person and/or producing fresh evidence.



The student shall convey in writing to the appellate authority the grounds of the appeal and any relevant evidence supportive of the case for appeal. The aggrieved student may also represent his/her case in person to the appellate authority and may be accompanied by a registered student or by a member of the academic or administrative staff of the University. The University or student in question may have a legal adviser present subject to prior notice having been given to student or the appellate authority.

The appellate authority may affirm, reverse or vary any decision of the Committee of Discipline, or remit the case to the Committee of Discipline for reconsideration. The decision arrived at through the appeals procedure shall be final.

POLICY FOR RESPONSIBLE COMPUTING

In support of its mission of teaching, research and public service, the National University of Ireland, Maynooth provides access to computing and information resources for students and staff, within institutional priorities and financial capabilities.

Preamble

The policy for Responsible Computing at the National University of Ireland, Maynooth contains the governing philosophy for regulating staff and student use of the University's computing resources. It spells out the general principles regarding appropriate use of equipment, software and networks. By adopting this policy, the Academic Council recognises that all members of the University are also bound by local, national and international laws relating to copyrights, security and other statutes regarding electronic media. The policy also recognises the responsibility of academic staff and system administrators to take a leadership role in implementing the policy and assuring that the University community honors the policy.

Policy

All members of the University community who use the University's computing and information resources must act responsibly.

All users and system administrators must guard against abuses that disrupt or threaten the viability of systems, including those at the University and those on networks to which the University's systems are connected. Every user is responsible for the integrity of these resources. All users of University-owned or University-leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls and respect all pertinent licence and contractual agreements. It is the policy of the National University of Ireland, Maynooth that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics.

Access to the University's computing facilities is a privilege granted to University staff and students. The University reserves the right to limit, restrict or extend computing privileges and access to its information resources.

Data owners - whether academic departments, administrative departments or students – may allow individuals other than University staff and students access to information for which they are responsible, so long as such access does not violate any licence or contractual agreement, University policy, or any national or international law. The data owner must also take account of the need to know on the part of the applicant for access, the sensitivity of the information and the risk of damage to, or loss by the University, should the information be misused. University computing facilities and accounts are to be used for the University-related activities for which they are assigned. This policy applies equally to all University-owned or University-leased computers.

Access to information resources without proper authorisation from the data owner, unauthorised use of University computing facilities and intentional corruption or misuse of information resources are direct violations of the University's Code of Conduct for Users of Computing Facilities as outlined in the Calendar of the National University of Ireland, Maynooth. Such instances may also be considered civil or criminal offences.

Implementation

Appropriate University administrators should adopt guidelines for the implementation of this policy within each department and regularly revise these guidelines as circumstances warrant. The Computer Centre shall, from time to time, issue recommended guidelines to assist departments and units with this effort.

Enforcement

Alleged violations of this policy may be dealt with by the University in accordance with such disciplinary codes and/or procedures as are in place, from time to time, in respect of students and/or staff of the University.

CODE OF CONDUCT FOR USERS OF COMPUTING FACILITIES

This Code of Conduct supports the University Policy for Responsible Computing. It should be read in conjunction with the Notes on the Code of Conduct which are attached.

Staff, registered students and registered visitors are authorised to use certain computing and networking facilities provided by the National University of Ireland, Maynooth in support of its mission of teaching, research and public service.

Usernames and passwords are required to gain access to specific services. Students are assigned. Usernames and Passwords and e-mail addresses at registration which allow them access to a range of facilities. Staff are allocated e-mail accounts on request.

All users must comply with the Code of Conduct for users of computer facilities at NUI Maynooth that is outlined below.

Under the Code of Conduct you are not permitted to:

1. Engage in activities which waste resources (people, networks, computers).
2. Engage in activities which are likely to cause a serious disruption or denial of service to other users.
3. Use computer or network resources to access, distribute or publish material that is obscene, libelous, threatening or defamatory or in violation of any right of any third party.
4. Use computer or network resources for any activities which contravene the laws of the state, or the destination country in the case of data being transmitted abroad.
5. Use computer or network resources for commercial activities which are not part of your work in NUI Maynooth.
6. Infringe copyright or the proprietary rights of software.
7. Share usernames or e-mail addresses, transfer them to other users, or divulge your passwords to other users. Assigned group Usernames and accounts are to be used only for the University-related activities for which they are assigned.
8. Access or interfere with data, displays or storage media belonging to another user, except with their permission.
9. Undertake any actions that are likely to bring NUI Maynooth into disrepute.

Notes on the Code of Conduct

1. While network traffic or information stored on University equipment is not normally monitored, it may be necessary to monitor if there is reason to suspect that the Code of Conduct is being breached, or for purposes of backup or problem-solving. You should therefore be aware that such monitoring may occur.



NUI MAYNOOTH
Oifis na hÉireann Músaic

2. Software and/or information provided by NUI Maynooth may only be used as part of user's duties as a member of staff of NUI Maynooth or for educational purposes.
3. The user is responsible and accountable for all activities carried out under their username.
4. Passwords used must adhere to accepted good password practice.
5. Attempts to access or use any user name which is not authorised to the user may be in breach of the *Criminal Damage Act, 1991*.
6. Existing norms of behaviour apply to computer based information technology just as they apply to more traditional media. The ability to undertake a particular action does not imply that it is acceptable.
7. If you store personal data about others on a computer, you must comply with the provisions of the *Data Protection Acts, 1988 to 2003 and the Freedom of Information Act, 1997* and any applicable legislation from time to time.
8. The user may use approved NUI Maynooth links to other computing facilities which they are authorised to use. When using external facilities the user must also abide by their rules or code of conduct, insofar as such rules or codes of conduct are not incompatible with the University Code of Conduct.
9. All computer usage is subject to compliance with the *Child Trafficking and Pornography Act, 1998*. Users are hereby informed that Section 5 of that Act makes it an offence to knowingly produce, distribute, print or publish any child pornography. The term "distribution" in relation to child pornography is defined in the Act as including "parting with possession of it to, or exposing or offering it for acquisition by another person". Persons guilty of producing, distributing, printing or publishing any child pornography are liable:
 - (i) on summary conviction to a fine not exceeding €1,905 or to imprisonment for a term not exceeding 12 months, or both or;
 - (ii) on conviction on indictment, to a fine or to imprisonment not exceeding 14 years or both.The Garda Síochána have powers of entry, search and seizure where they believe that an offence has been or is being committed under the Act. A person who obstructs a Garda is guilty of an offence and may be tried summarily and if convicted, be subject to a fine of not more than €1905 and/or imprisonment for not longer than 12 months.
10. The attention of all network users is drawn to the fact that attempts at 'hacking' across networks may result in criminal prosecution in the State or elsewhere.
11. The Code of Conduct is reviewed from time to time and any new regulations must be observed by all users.
12. Alleged violations of the Code of Conduct may result in the service being withdrawn and may be dealt with by the University in accordance with such disciplinary codes and/or procedures as are in place, from time to time, in respect of students and/or staff of the University.

LIBRARY REGULATIONS

Readers wishing to use the Library are expected to acquaint themselves with, and observe library regulations. They are required to respect and comply with these regulations in order to ensure an appropriate atmosphere for study and research.

Any member of the library staff is empowered to enforce the regulations. The Librarian has the power to restrict or suspend any reader who contravenes regulations from the use of the Library and its services, and/or to impose a fine of up to €63. All Library users are bound by the "General Rules of the University" published in the current NUI Maynooth Calendar and also available at http://www.nuim.ie/calendar/rules/general_rules.pdf.

Persons entitled to use the Library

1. Members of the Governing Authority of the National University of Ireland, Maynooth and the Trustees of St Patrick's College, Maynooth; registered students and staff of the National University of Ireland, Maynooth and St Patrick's College, Maynooth; and retired members of the academic staff.
2. Staff and students of other institutions in accordance with agreed co-operative schemes – ALCID, CONUL, and SCONUL.
3. Members of the public requiring access for research purposes or scholarly needs may apply to use library facilities. A fee is charged.
4. Visitors to the John Paul II Library and the Russell Library are admitted at the discretion of the Librarian.
5. Such other persons as the Librarian may consider eligible.
6. External readers and visitors are admitted on the understanding that they do not hinder members of the University in pursuit of their research and studies.

Code of conduct

7. All library users must produce identification on request from a member of security or library staff.
8. Talking is not permitted in the Library reading areas. Conversation is allowed on the ground floor.
9. Any person who seriously inconveniences other users or causes damage may be excluded from the Library and must make good any damage caused.
10. Smoking is not allowed in the Library. Food and drink (apart from bottled water) may only be consumed on level 1.
11. Ring and key tones of mobile phones must be switched off at all times.
12. Seats in the John Paul II Library may be reserved for 30 minutes. Readers are asked to use the seat reservation system provided.
13. The Library accepts no responsibility for personal belongings left in the building.
14. When leaving the Library, readers must produce for inspection all material in their possession if requested by a security officer or any member of library staff.
15. If the security check, mechanical or manual, discovers that an item has been taken inadvertently without being checked out, the first time defaulter will be fined €1.25.
16. The maximum fine of €63 may be payable when library property has been removed illegally. In addition to the fine the Librarian is empowered to suspend the library privileges of the wrongdoer and report the case to the Committee of Discipline.
17. The Librarian can request the replacement cost of defaced library materials. Mutilating or vandalising books will incur the penalty of exclusion from the Library for an appropriate period and/or a fine. In addition the case may be reported to the Committee of Discipline.
18. Loss of, or damage to library material or material borrowed on inter-library loan must be reported to the Library immediately. The reader responsible will be required to make good any such loss or damage.

Electronic resources

19. The electronic resources subscribed to by the Library are for use by registered staff and students of the National University of Ireland, Maynooth and St Patrick's College, Maynooth either on or off campus. Authenticated 'walk-in users' may also access the resources within the library building.
20. The resources may not be accessed by any other parties and may not be used for commercial or profit making purposes.



Borrowing

21. Items are borrowed and returned at the self-service machines on the ground floor.
22. No item may be removed from the Library until the appropriate borrowing procedure has been followed.
A reader is responsible for all items borrowed in his/her name. His/her responsibility is not transferable and ends only when the appropriate return procedure has been completed.
23. Items must be returned on the date and time due. Fines are charged on all overdue items and borrowing rights are withheld until fines are paid.
24. All items are subject to recall after one week, regardless of the normal loan period allowed.
25. Standard Loan books can be renewed once unless another reader wants them or they are requested for the Short Loan or Reserve Collections.
26. Users of the Library leaving the University or College must return all items on loan before the end of their course or before they leave. Disciplinary action will be taken against those who do not return library material. The authorities will be notified and the maximum penalties will be imposed.
27. The Librarian has discretionary power to lend, to refuse to lend, or to recall any book at any time.
28. Certain material is either confined permanently to the Library or available for restricted loan only.
29. Information on the number of items which may be borrowed, fines and restricted material is to be found on the library web site at <http://library.nuim.ie>.

Library PCs and laptops

30. Users of library PCs and laptops are bound by the NUIM Policy for Responsible Computing and the Code of Conduct for Users of Computing Facilities. These are available on the university website at <http://computercentre.nuim.ie/policies/index.shtml>.
31. PCs and laptops are provided for library-related research and educational purposes.

Copying

32. Readers wishing to use the copying facilities are obliged to observe the Copyright and Related Rights Act, 2000, available from the library website at <http://library.nuim.ie/about/policies.shtml>.
33. A brief summary of the Act is available on the library website at <http://library.nuim.ie/about/publications.shtml>.

Health and safety

34. Fire drills are held at intervals during the year and readers are expected to follow the procedures correctly.
35. All untoward incidents must be reported to a security officer or a member of the library staff.
36. Users of the John Paul II Library car park are requested to park in the designated spaces and not to block the entrances which must be kept clear for emergency services.

Russell Library

37. The Russell Library is for reference only; material may not be borrowed.
38. Admission is restricted to members of the academic staff and postgraduate students. Undergraduates are admitted on the recommendation of their lecturer.
39. External readers and scholars are admitted at the discretion of the Librarian.
40. Readers and visitors are admitted by prior arrangement only. Visitors must be accompanied by a library staff member. Parties larger than five must also be accompanied by a security officer.

41. Material in the Russell Library may not be photocopied. Digital images may be made available at the Librarian's discretion.
42. The permission of the Trustees of St. Patrick's College must be obtained before any manuscripts or rare books are removed from the Library.
43. The use of copying devices is prohibited.
44. Coats and bags may not be brought up to the reading room.
45. External readers must complete a library registration form.
46. Readers are required to complete call slips for items requested. Readers may not go to the shelves to retrieve material.

Store

47. Materials from the Store are transferred to the John Paul II Library for consultation and/or borrowing, on application to the desk in the John Paul II Library.