

## Library Etiquette

The American University of Kuwait Library serves the AUK community by providing access to high quality resources and services. Libraries are places of study and research and therefore, proper etiquette would allow all to enjoy and benefit from their time. It is the responsibility of all users to maintain a quiet, serene and clean environment in the library. All library users are requested to follow the codes of behavior listed below.

- To respect other users by minimizing noise and conversation.
- To behave in a civil manner towards library staff members and other users.
- To handle all library materials and facilities with care. Markings (including highlighting, underlining, writing notes, pasting tags, etc.) reduce the lifetime and usefulness of the materials.
- Do not use your cell phones inside the library.
- Do not smoke in library restrooms.
- Do not bring food or non-covered cups to the library. Food and drinks can damage books and equipment.
- Help to keep the shelves in order. Do not re-shelf materials.
- Ensure the proper use of library computers.
- Use headsets when playing audio/video materials.
- When using study rooms, make sure to leave them clean and organized. Put all rubbish in bins in order to maintain a clean environment.
- Do not leave your personal belonging unattended in the study rooms. There are others who need a place to work and study.

