



university of
 groningen

library

House rules University Library

Usage rules study, work and meeting facilities

This document is for:

- › Employees of the University of Groningen in general
- › Students of the University of Groningen
- › Other visitors

1 Purpose

This document describes the use of (meeting) rooms in the UB City Centre, the rules that apply to this use, and further general rules of use and conduct when working in and using the facilities of the UB City Centre.

2 General conditions

Users of the UB are deemed to have taken note of the following rules:

- › The [general house rules of the University of Groningen](#)
- › The [regulations concerning the use of University buildings, grounds and other facilities](#)
- › The [zero tolerance policy](#) at the University of Groningen
- › The [house rules University of Groningen Library](#)
- › The [houserules for the Special Collections room](#) of the University Library
- › The rules of use as set out in this document

The above rules may be deviated from by the UB Management Team if necessary. The Management Team will communicate the relevant measures as soon as possible.

3 Access

Students, staff and other borrowers have access to the UB City Centre with their UG card, student card or borrower card (see also: 4. UG Only-periods).

UG staff may bring guests from outside, in which case they are responsible for their guests. Guests may be invited when using reserved meeting rooms but not for other workstations. Guests should be reported to the reception desk upon entry; staff there can open the access gates for guests.

4 UG-only periods

During so-called UG-only periods, the UB City Centre is exclusively accessible for UG students and employees. These periods are indicated in communications (website, news releases, social media) as **UG-only**.

5 Work and meeting facilities in the UB City Centre

There are many (group) rooms, meeting rooms, workplaces, etc. in the UB City Centre.

Reading tables and so-called train seats are available to all users of the study rooms. Other study places and studios are only available to students and/or employees of the UG and Hanzehogeschool, with the exception of the UG-only periods. Study areas, studios and meeting rooms must be reserved in advance.

6 Tidying up and cleaning

The work and meeting areas in the UB are cleaned daily.

Users should leave workplaces and meeting rooms clean and empty upon departure.

7 Eating & drinking

Bringing water bottles is allowed throughout the building. Coffee and tea may be consumed in the study rooms. Food is permitted only in the coffee rooms. The Special Collections room has different house rules.

8 Printing/ copying/ scanning

There are several multifunctional printer/copier/scanners in the UB, which can be operated with your UG card.

9 Lockers

Free lockers are available in the UB. The UB is not responsible for theft or loss of belongings, even if they are stored in a (locked) locker.

Please note: after closing time, all lockers open automatically. It is not permitted to leave items in the locker overnight to retrieve them the next day.

10 Phone calls

Match your phone calls to the space you are in. Call outside, or in the main hall.

11 Music

Listening to music through speakers is not allowed, please use earphones for this purpose.

12 Reflection room

There is a reflection room in the study room on the 1st floor.

This room is intended for individual retreat from the hustle and bustle. For a moment of reflection or meditation, for example. The reflection room is neutral in character.

Additional rules apply to the reflection room:

- The space may not be claimed or appropriated in any way by adherents of one specific political, religious or philosophical belief.
- The reflection room is open to students and staff. The reflection room must be quiet. The reflection room may not be claimed or appropriated by users through decoration, inscriptions, decorations, smells or aromas, furnishings or behaviour.
- Users are allowed to use their own props, but these must be taken with them after use.

13 Windows

The UB is equipped with advanced climate control. The windows in the UB cannot be opened.

14 Evacuation

In the event of an evacuation, you should leave the building immediately. Follow the instructions of the in-house emergency response officers and evacuators.

15 Smoking

From 1 August 2020, according to the new [Tobacco and Smoking Act](#), it will no longer be allowed to smoke on the grounds of educational institutions nationwide. This applies to the entire UB grounds, including the roof terraces. This creates a smoke-free environment for staff, students and visitors. The UG is proud to contribute to a [smoke-free generation](#).

16 Pets

The UB is forbidden to animals, with the exception of guide dogs for the blind and specially trained dogs that assist persons with disabilities.

17 Bicycles

Bicycles can be parked in the racks on the square or in the designated racks in the city centre. Bicycles may not be placed inside.

18 People with disabilities

The UB is suitable for use by people with disabilities. For parking or assistance, you can request assistance from the reception desk by phone before arrival: 050-3635000.

19 Inappropriate behavior

Destruction, nuisance, theft, abuse of our facilities or misconduct may result in denial of access to library facilities and/or library buildings.

20 Malfunctions, defects

A UB receptionist is always present at the desk directly across from the entrance on the ground floor. Please report irregularities immediately to the reception: if something has run out, is broken, dirty, or lost, if something is missing, if you notice an unsafe situation, if you have a complaint, but also if you have a good suggestion.

21 Complaints

In case of complaints, or if something does not meet your expectations, report it to the front desk immediately!