

## Rules for Use of Language Centre Facilities

This document complements the Language Centre User's Agreement (see last page) and the University's Regulations.

The Language Centre provides facilities for all members of this University for use in the learning, teaching and practice of Foreign Languages.

The Rules of Use exist so that:

- Language Centre equipment and materials provide consistent quality in terms of reliability and accessibility.
- Materials and equipment are as freely available as possible for those entitled to use it.
- The rooms in which Language Centre facilities are located are suitable places for academic work.
- Resources are fairly distributed.

***These Rules are based on common sense for use of shared facilities and on various legal requirements.*** Your co-operation in observing the rules at all times will be appreciated by the Language Centre staff.

In order to use the Language Centre's Open Access Centre you are required to register and have access added to your Smartcard. You must not share your Smartcard with any other person: the University assigns it to you **alone**. ***You may be asked to leave the Centre or be banned from using it, if you lend your card to another person.***

**Use of Language Centre facilities is an academic privilege, which will be withdrawn if it is abused by your breaking - knowingly or unknowingly - these Rules of Use, or the patterns of acceptable behaviour outlined in the Language Centre's Charter.**

### General Rules

- G1 Eligible Users** Language Centre facilities are provided only for use by approved users: staff and students of the University and others who have paid an agreed fee.
- G2 User's Agreement** Use of Language Centre Facilities is subject both to a User's Agreement (reproduced at the end of this leaflet) and to the General Regulations of the University. Use of computers and printers is subject to the rules laid down by the University Computing Service.
- G3 Personal gain** Language Centre facilities must not be used for personal gain in any form.
- G4 Offensive material** The creation, display, circulation or storage of offensive material on any Language Centre equipment is prohibited.
- G5 Copyright** Making copies of copyright materials except those expressly permitted under CLA/ERA guidelines is forbidden. Language Centre staff are required to comply with these guidelines.

## Use of the Open Access Centre and Language Laboratories

- OAC1 Rooms** Language Centre equipment and the rooms in which it is housed are for use by approved users only - see G1.
- OAC2 QUIET** The Open Access Centre, Language Laboratories and Computer Room are academic workplaces like the University Library. Users should work quietly and respect the need for others to be able to concentrate. The Open Access Centre is a place to practise language, and absolute silence is not expected. However, headphones must be used for private study when using equipment that generates sound, and must not disturb users nearby, especially those working close to the Talkshops. Children or animals are not permitted in Language Centre rooms. ***The use of mobile phones, radios, personal stereos, etc, is prohibited.***
- OAC3 Food, drink, snacks** No foods, drinks (including water) or snacks of any kind are permitted in any rooms housing equipment
- OAC4 Private equipment** Users must not tamper with Language Centre equipment in any way. Equipment that does not belong to the Language Centre must not be connected to Language Centre equipment without express permission from Language Centre staff.
- OAC5 Leaving work-stations for long periods** It is not permitted to attempt to reserve a workstation by leaving coats, books etc to indicate that it is "in use", or to leave materials running on a workstation for a long period.  
(A **short** absence, 5 minutes or so, is acceptable; you must leave a note on the desk saying who you are, when you left and when you will return **not** "Back in five minutes").
- OAC 6 Use of Computers** Computers are provided in the Open Access Centre for language-learning purposes. E-mail may be used on condition that it is for language-learning and not for purely social use. This stipulation also applies to the use of other Internet facilities. Priority is always given to those students who wish to use the computers for computer-assisted language learning (CALL) programs. When the Centre is busy, you may be asked to surrender the workstation if you are using Internet or e-mail facilities which are available elsewhere.
- OAC7 Materials** All materials are for reference only, and may not be taken away. The only exception to this is the Readers in the Open Access Centre.

*continued overleaf ...*

UNIVERSITY OF NEWCASTLE UPON TYNE LANGUAGE CENTRE  
USER'S AGREEMENT  
(for internal use)

A. In consideration of being allowed to use the Language Centre facilities and services ("the resources") of the University of Newcastle upon Tyne ("the University"), I agree:

1. That the resources authorised are for my own personal use: they will not be given or lent to anyone else. The use of these resources will be restricted to projects concerned only with my own studies, research and teaching and other University purposes.

2. To pay such charges as may be incurred for the use of special facilities or services.

3. To report to the University, immediately it comes to my notice, any reasonable probability of financial or commercial advantage arising out of my use of the resources, whenever this advantage would accrue and whoever would benefit. I agree to abide by the general conditions in force in the University on the exploitation of such financial or commercial benefits.

4. To observe all restrictions, including copyright, placed on the use of materials.

5. To leave any Language Centre room immediately when requested to do so by a member of Language Centre staff.

6. That I understand that evasion or attempted evasion of security mechanisms is forbidden.

7. That I understand that the University may at any time monitor any use of the resources either for reasons of system maintenance or to ensure that University Regulations and the law of the land are not being violated.

8. Not to use the resources in such a way that the work of other users, the integrity of the equipment or any stored programs or data may be jeopardised.

9. Not to remove equipment from the location to which it has been assigned.

B. This agreement is supplemental to the general practice and regulations of the University.