

General Library Instructions

Library Etiquette

- 1. Maintain Quiet:**
 - The library is a place for studying and reading, so please keep noise to a minimum. Speak in low voices to avoid disturbing others.
 - 2. Respect Others' Space:**
 - Be mindful of the study spaces used by others. Keep your area tidy, and avoid crowding or disturbing others.
 - 3. Turn Off Mobile Phones:**
 - Set mobile phones to silent or vibrate mode. If you need to take a call, step outside the library to avoid disruption.
 - 4. Use Headphones:**
 - If you need to listen to audio (e.g., music, lectures), always use headphones to avoid disturbing others.
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Library Resources

- 1. Books and Journals:**
 - The library offers a wide range of books, journals, and reference materials for academic research. Ensure that books and journals are handled with care and returned on time.
 - 2. Online Databases:**
 - Access to online academic databases and journals is available. Use these resources to enhance your research. Ask the librarian for assistance if you need help navigating online resources.
 - 3. Computer Use:**
 - Computers are available for academic use. Please use them for research, studying, and academic-related activities. Avoid using computers for non-academic purposes (e.g., social media, gaming).
 - 4. Borrowing and Returning Materials:**
 - Follow the library's borrowing procedure for checking out books or other materials. Make sure to return borrowed items by their due date to avoid fines.
 - If a book is unavailable, inquire about interlibrary loans or request a hold.
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Library Behavior and Responsibilities

1. **Clean Up After Yourself:**
 - Return books and materials to their correct places. Clean up any mess (e.g., food wrappers, papers) before leaving your study area.
 2. **Respect Library Property:**
 - Handle library materials with care. Do not mark or damage books, journals, or furniture. Report any damage you notice to library staff immediately.
 3. **Food and Drink:**
 - Avoid consuming food and drinks (especially hot or sticky items) in areas where they might cause spills or damage to books and equipment. Follow any specific library rules regarding food.
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Library Services

1. **Ask for Help:**
 - If you need assistance with finding materials, using library resources, or accessing online databases, don't hesitate to ask the library staff for help.
 2. **Printing and Copying:**
 - Many libraries offer printing, photocopying, and scanning services. Be sure to follow library procedures for using these services.
 3. **Study Rooms:**
 - Some libraries offer group or individual study rooms. These rooms may require advance booking, so check availability with library staff.
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Library Rules for Borrowing

1. **Loan Periods:**
 - Each type of material (e.g., books, journals, DVDs) may have different loan periods. Make sure to check the loan period for the materials you borrow.
 2. **Late Fees:**
 - Return borrowed materials by the due date to avoid late fees. If you need an extension, ask the library staff about renewing your materials.
 3. **Renewals and Holds:**
 - If you need more time with a borrowed item, inquire about renewals. If an item is checked out by someone else, you can place a hold and be notified when it becomes available.
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Library Conduct

1. Respect Library Staff:

- Be respectful to library staff at all times. They are there to assist you and maintain a smooth library experience.

2. Use Library Resources Responsibly:

- Use all library resources (books, computers, study spaces, etc.) responsibly and in a manner consistent with the library's guidelines and academic purpose.

General Laboratory Safety Instructions

- 1. Know the Location of Safety Equipment:**
 - Familiarize yourself with the locations of safety showers, eyewash stations, fire extinguishers, first-aid kits, and emergency exits.
 - 2. Wear Proper Attire:**
 - Always wear a lab coat to protect your skin and clothing from chemicals and substances.
 - Use safety goggles to protect your eyes from chemicals, flying objects, and radiation.
 - Wear closed-toe shoes to avoid injuries from spills or broken glass.
 - Avoid wearing loose clothing, dangling jewelry, and long hair that may get caught in equipment.
 - 3. No Eating or Drinking:**
 - Never eat or drink in the laboratory to avoid contamination or accidental ingestion of hazardous substances.
 - 4. Work with Supervision:**
 - Ensure you are always supervised by a lab instructor or knowledgeable person when performing experiments.
 - Never work alone in the laboratory.
 - 5. Be Aware of Hazardous Materials:**
 - Read all labels and Safety Data Sheets (SDS) for chemicals or substances you'll be handling.
 - Know the proper disposal methods for chemicals and materials used in the experiment.
 - 6. Avoid Inhalation of Harmful Vapors:**
 - Work in well-ventilated areas, and use fume hoods or other ventilation systems when working with volatile substances or fumes.
 - 7. Handle Glassware and Equipment Carefully:**
 - Inspect glassware and equipment for cracks or damage before use.
 - Never point the open end of a test tube, flask, or container toward yourself or others.
 - Report broken glassware immediately and handle it carefully to avoid injury.
 - 8. Label Containers Properly:**
 - Clearly label all containers and beakers with the name of the substance they contain.
 - Avoid transferring chemicals to unlabeled containers.
 - 9. Know How to Handle Fire:**
 - Always keep a fire extinguisher nearby when working with flammable materials or open flames.
 - Never leave a flame unattended.
 - 10. Dispose of Waste Properly:**
 - Follow the instructor's instructions regarding the disposal of chemical waste.
 - Never pour chemicals down the drain without proper instructions.
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Specific Chemistry Lab Guidelines

- 1. Chemical Handling:**
 - Always add acid to water, not the other way around, to prevent exothermic reactions.
 - Never mix chemicals unless instructed to do so, as this may cause dangerous reactions.
- 2. Using Bunsen Burners:**
 - Always ensure the burner is turned off when not in use.
 - When lighting a Bunsen burner, use a spark lighter, not matches or open flames from other sources.
- 3. Handling Flammable Substances:**

- Always use appropriate containers to store and handle flammable chemicals.
 - Work in a well-ventilated area when using volatile chemicals like solvents.
4. **Washing Hands:**
- After completing any experiment, wash your hands thoroughly to remove any chemical residue.
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Specific Physics Lab Guidelines

1. **Handle Equipment with Care:**
 - Some physics equipment like lasers, oscilloscopes, or high-voltage sources can be dangerous. Use them according to the instructor's guidelines.
 2. **Calibrate Instruments:**
 - Before beginning any measurements, calibrate all instruments to ensure accuracy.
 3. **Electrical Safety:**
 - When using electrical equipment, ensure that wires and plugs are properly insulated.
 - Disconnect electrical devices from power sources before servicing or adjusting them.
 4. **Proper Use of Measurement Tools:**
 - Follow proper techniques when using measurement devices (e.g., thermometers, voltmeters) to ensure accurate results and avoid damage to the equipment.
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General Conduct

1. **Be Alert and Focused:**
 - Pay attention to your surroundings and your work at all times.
 - Keep the work area clean and free of unnecessary items to avoid accidents.
2. **Follow Instructions Carefully:**
 - Always follow the teacher's or laboratory instructor's directions precisely. Do not attempt unauthorized experiments.
3. **Report Accidents:**
 - Immediately report any accidents, injuries, or spills to the instructor, even if they seem minor.
4. **Keep Your Work Area Organized:**
 - Maintain a tidy workspace. Clean up any spills immediately and properly dispose of any waste.
 - Clean your equipment and return it to its proper location after use.
5. **Respect Others:**
 - Be courteous and mindful of your classmates. Avoid distractions that could interfere with their work or safety.