

## **RULES AND REGULATIONS**

- ◆ Strictly no food and drink allowed in the building
- ◆ Mobile phones are not to be used
- ◆ Leave the workstation tidy for the next user
- ◆ Do not leave the entrance door open
- ◆ Do not use the rear door except in an emergency
- ◆ Do not let anyone else use your Proximity Card
- ◆ Lost or damaged Proximity Cards will be charged at £25
- ◆ Late return of a Proximity Cards will incur a fine
- ◆ Students who have been banned from using the college network will not be issued with a Proximity Card
- ◆ Standard College Rules and Regulations for use of the College Network and Computers apply
- ◆ Respect other users and College property

## **OPENING HOURS**

The Kenneth Kettle Building is open from Monday to Friday 9am to 7.15pm Access after these times and at weekends is by Proximity Card only.

The Kenneth Kettle Building is closed between 8.30am and 9.00am for cleaning.

The building may be closed at other times for essential maintenance.

## **EMERGENCY PHONE NUMBERS**

225 (internal) - Site Steward  
9-999 – Emergency Services



**Kenneth Kettle Building**

# **A GUIDE TO 24 HOUR OPENING**



## **USE OF KKB**

The Kenneth Kettle Building (KKB) is open 24 hours a day. Access to the KKB at certain times is by Proximity Card only. (Please see opening hours overleaf).

Proximity Cards are issued for a **24 hour period** during term time from the Library IT Centre counter during the following times:

Mon to Thurs 12pm to 8.15pm  
Friday 12pm to 7.30 pm  
Saturday 12pm to 4.15 pm  
Sunday 1.30 pm to 4.15 pm



Students will only be issued with a Proximity Card with a valid student card.

Fines will apply if the Proximity Card is not returned within the 24 hour period of issue. (50p per hour, maximum £20)

Proximity Cards cannot be renewed. They must be returned and dependent upon demand may subsequently be re-issued.

A charge of **£25** will be incurred for all lost or damaged Proximity Cards.

## **SECURITY AND SAFETY**

For student's safety, the Kenneth Kettle Building is monitored and recorded by CCTV 24 hours a day.

There is an internal phone from which students can contact the Site Steward on duty if there is an emergency.



The Site Steward on duty will make regular checks on the building throughout the night.

Students are asked to be security conscious and never to leave the entrance door open or give their Proximity Cards to anyone else.

Should a fire occur, students must raise the alarm, exit the building as quickly as possible and assemble on the lawn outside Alwyn Hall.

These measures are for the safety of students and the equipment in the Kenneth Kettle Building.

## **SUPPORT**

The KKB is **UNMANNED**, and there is **NO** user or system support for students.

There is a full range of self-help leaflets available in the KKB.

Students can also use the help facility in the application they are using.

If a problem is experienced with hardware or software, students should complete the log book at the front of the KKB, stating their e-mail address, the nature of the problem and the asset number of the PC which is on a blue sticker on the base unit of the PC.



The printers in the KKB will be filled with paper morning and afternoon to ensure there will be sufficient for printing. Students should not attempt to open the paper trays on printers as they will be locked.

## **FACILITIES**

Students must note that there are no toilet facilities in the KKB.

If students do need to use toilet facilities, the Site Steward should be contacted on internal number 225.



**Please remember that 24 hour opening is provided as a response to student requirements and should not be abused in any way.**