

APPENDIX TO MINUTE 231

Library Services

Directorate of Information Systems and Services

Access policy

The University welcomes users to its libraries from within the University, from other educational institutions, business users and the general public. Security systems are in place in all of our libraries to help ensure a safe and pleasant working environment for all visitors and staff and to help protect the Library resources.

- 1 *All users of the Library must carry valid identification to be shown to staff on request. Registered users must carry a valid ID/Library Card which will serve as a form of identification and a means of access to services and facilities. This Card is not transferable. (Library Regulation 1.5)*
 - Users **will be required** to present their ID/Library Card to gain admission to the Queen Mother Library.
 - Users **may be required** to present adequate identification to gain admission to other site libraries (Taylor Library, Medical Library, Education Library, Special Libraries & Archives). A valid ID/Library Card **will be required** for borrowing and certain other services.
- 2 Where a user has breached Library Regulations e.g. excessive fines or persistent bad behaviour, they may be banned from entry despite having a valid ID or Library Card, in accordance with 5.10 of the Library Regulations which states:
Any disorderly or improper conduct or contravention of Library Regulations will render the person(s) responsible liable to a fine and/or suspension from the use of the Library...
- 3 **Members of the University (staff and students) are issued with ID Cards which entitles them to full Library access and borrowing rights.**
- 4 **University users in the following categories (without University ID Cards) may apply for a Library Card/Access Pass:**
 - a) Students who have been granted extensions to complete their dissertations, for the period of their extension, on production of proof of this extension;
 - b) Visiting scholars who are attached to the University on production of proof of attachment and length of stay;
 - c) People on particular University courses (either vocational, Key Learning or subject focused) on production of proof of registration for such a course;
 - d) Pre-sessional students who have a University ID number but have not yet obtained an ID Card;
 - e) Staff or students who have lost their University ID Cards;
 - f) Staff or students who have forgotten their University ID Cards.
- 5 **Users from outside the University in the following categories are welcome to use the Library (children aged 14 and under must be accompanied by an adult at all times):**
 - a) Members of the public who wish to consult any of our collections, including the European Documentation Centre;
 - b) Students from other HEIs or FE colleges;
 - c) Visiting scholars or NHS staff not attached to the University;
 - d) School pupils and teachers outwith organised visits;
 - e) Visitors on Open Days or organised visits as part of a Library or University programme;
 - f) Visitors attending meetings or interviews, using the Bindery/Reprographic Unit, delivering packages, workmen and dependants/friends of University users.

6 Policy on University users without University ID Cards

- Categories 4 a-d: a Library Card entitling borrowing will be issued on production of proof of attachment to the University and period of attachment. The Card will be issued for that period. A form must be filled in and details logged on the Library system.
- Category 4 e: for access to the Queen Mother Library, an Access Pass will be issued for one week which will allow the reader time to obtain a replacement. The user will be allowed an Access Pass on 3 separate occasions in an academic year. Thereafter they will not be allowed into the Queen Mother Library without a valid University ID Card. The user will be warned of this fact. The Access Pass will only be issued on proof of identity. A form must be filled in and details logged on the Library system.
- Category 4 f: for access to the Queen Mother Library, a day Access Pass will be issued. The user will be allowed an Access Pass on 3 separate occasions in an academic year. Thereafter they will not be allowed into the Queen Mother Library without a valid University ID Card. The user will be warned of this fact. The day Access Pass will only be issued on proof of identity. A form must be filled in and details logged on the Library system.

7 Policy on users from outside the University

- External Members of the University Library with borrowing rights should use their Library Card to gain access.
- Categories 5 a-d: for access to the Queen Mother Library, a day Access Pass will be issued to all bona fide applicants showing suitable proof of identity. They will be offered an extended Library Card if they wish to consult on a regular basis, and External Membership if they wish to borrow.
- Categories 5 e-f: an Access Pass will not be required for access to the Queen Mother Library; visitors will be admitted by Library staff.

8 Where security access gates are in place, the following conditions apply:

- A valid University ID Card or Library Card must be used to access and exit the Library. Only in exceptional circumstances will anyone be allowed in without an ID or Library Card e.g. workmen or organised groups on Library tours. Those without an ID or Library Card may alert Library staff and apply for entry at the gates.

9 Information

- University users must produce proof of identity when applying for a Library Card or Access Pass.
- Users from outside the University applying for a Library Card or Access Pass must produce proof of identity showing their name and address. A photographic ID will normally be required, in the form of a passport, driving licence, travel pass, work pass or bank/credit card with photograph. Proof of name can be in the form of any of the above. Proof of address can come from a recent bank statement or utilities bill.
- Each applicant must fill in an appropriate form, accepting certain conditions in line with Data Protection legislation and sign a disclaimer that the Library is not responsible for loss or damage to their personal property.
- Users' details will be logged on the Library system and acknowledged in compliance with Data Protection legislation.
- Additional conditions apply in Special Libraries & Archives. Before using the facilities, all users must sign their name in the register provided and give such additional details as are requested. In the absence of a valid University ID/Library Card, full identification (including photographic) will normally be requested.