



Library 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 University Library.
- Users **may be required** to present adequate identification to gain admission to other site libraries (Taylor Library, Medical Library, Reid Library)
- 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 Library Regulation 5.9 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. Students on non-standard University courses (either vocational, Lifelong 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 including those who have registered with a national access/borrowing scheme
- c. Visiting scholars or NHS staff not attached to the University including those who have registered with a national access/borrowing scheme
- 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, delivering packages, workmen and dependents/friends of University users.

6. Policy on University users without University ID Cards

- **Categories 4 a-c:** 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 d:** for access to the University Library, an Access Pass will be issued on production of proof of identity and attachment to the university.
- **Category 4 e:** for access to the University Library, a one off Access Pass will be issued for one week which will allow the user time to obtain a replacement. Thereafter they will not be allowed into the University Library without a valid University ID Card. The user will be made aware 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 University 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 University Library without a valid University ID Card. The user will be made aware 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 University Library, a day Access Pass will be issued to all bona fide applicants showing suitable proof of identity. They will be



offered an extended Access Pass if they wish to consult on a regular basis, and External Subscription Membership if they wish to borrow.

- **Categories 5 e-f:** an Access Pass will not be required for access to the University 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 Welcome Desk.

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 an Access Pass must produce proof of identity in the form of official photographic ID containing their name, such as a passport, driving licence, travel pass, work pass or bank/credit card with photograph. Applicants for a Library Card with borrowing rights must additionally provide proof of address from a recent bank statement or utility 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 the Special Collections Centre. 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.
- [Details of library membership](#) are available

Wendy Pirie
Library, Special Collections & Archives
August 2007



Title	Library Access Policy
Author / Creator	Wendy Pirie / Laurence Bebbington.
Owner	Library Services Management Team .
Date published / approved	August 2007
Version	1.
Review date	September 2013
Audience	Users of the library buildings.
Related	Library Regulations
Subject / Description	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.
Equality Impact Assessment	n/a
Section	Library, Special Collections and Museums
Theme	Policy for access to library buildings