



External Library visitor policy

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UNIVERSITY OF
WINCHESTER

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Summary:	The University Library service is a core part of our campus and the ability to support our wider community is important to us. This policy sets out how and when we make it possible for non University of Winchester staff and students to use the Martial Rose Library.

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1. General information for Library visitors

- 1.1. The University of Winchester libraries are primarily for our staff and students. We allow visitor access to the Martial Rose Library. This allows members of the Winchester local community, people associated with other academic focused institutions and anyone wishing to use any special collections we hold to use the Martial Rose Library.
- 1.2. We may have to limit access at key times of the year to support our students. West Downs Library is for our current staff and students only; visitors may not use it. All visitors must sign in at the Library desk on the top floor to obtain a pass each day.
- 1.3. There is no parking available on site for general library visitors. We recommend that you use the Winchester [Park and Ride](#) facilities.

2. Facilities

- 2.1. If you already have an Eduroam connection (normally those from other universities) you can connect to wifi. If your home institution does not support Eduroam, or you are a member of the public, we can not provide visitor wifi. Please make sure you have accessed Eduroam at your home institution before visiting us. Members of HHFT and Southern NHS Trusts have a separate NHS Eduroam network details of the password can be requested at the main Library desk.
- 2.2. Access to our electronic resources, printing, photocopying, and scanning is restricted to our current staff and students.
- 2.3. During key assessment periods we must restrict usage to our own students and staff. Please check on the University library [website](#) before visiting.

3. Sconul Access visitors

- 3.1. Staff, students, and researchers from other participating universities, who have applied for SCONUL Access, will be granted access to the library and borrowing rights if entitled. Please bring your University ID card, SCONUL access e-mail (or card, if you still have one) and a passport-sized photograph to the main library desk along with the [SCONUL form](#).
- 3.2. BANDS A, B and C are entitled to borrow up to 5 books from the Lending Library collections.

4. Special collection access

- 4.1. Please email Library@winchester.ac.uk or phone 01962 827306 for more details about how to access the special collections we hold.

5. Arrangements for School/College students

- 5.1. You may use the Martial Rose Library for study purposes during the University vacation periods, outside our semesters. You can find the vacation dates on the University website.
Under 16s are not admitted unless accompanied by a responsible adult.
- 5.2. We can arrange access for individual students in exceptional circumstances inside term time. Please ask your school or college library to contact us to arrange this.

6. Visitor loan allowance and regulations

- 6.1 Sconul Access Bands A, B and C visitors may borrow up to 5 standard loans at one time. They are issued for a maximum of 4 weeks (7-day loans, short loans, reference, and items from the School Resources Collection may not be borrowed.) Sconul Band R and members of the public have reference only access to our collections.
- 6.2 Items will be automatically renewed unless they are recalled (up to 1 year) or there is a problem with the user's account.
- 6.3 Items in demand may be recalled and there is a period of 7 days in which to return the item(s). In this case items may not be renewed and if not returned charges are incurred as below. If you fail to return the items, we will share this information with your home institution, and you may experience difficulties using your main Library.
- 6.4 Fines and charges of £2 per day up to a maximum of £20 will be charged. If items are not returned within 14 days, it is assumed that they are lost. Lost items attract a standard charge of £90 per item which reflects the cost of replacement, staff time and inconvenience for other users. No replacement copies will be accepted and once an invoice has been raised, we will not cancel this even if the item is returned late. .

7 Our promise to our users

- 7.1 We are happy to welcome visitors in the Martial Rose Library and we are here to help you make the best use of our resources and facilities to which you are entitled.
- 7.2 We promise that we will treat you with respect.
- 7.3 We will listen to your concerns and take them into consideration when providing services.

8 We ask that you:

8.1 Respect the library environment and our staff.

8.2 Have consideration for others who are using the study space. Covered drinks and light snacks are permitted in the library, but no hot food. No food is permitted when consulting items from our special collections.

8.3 Take good care of your valuables and belongings; don't leave them unattended the Library and University are not responsible for any losses.

8.4 Adhere to library borrowing regulations –take good care of library materials and always have your evidence of permission to borrow with you.