

External Library Visitor policy

General Information for Library Visitors

The University of Winchester offers visiting access to the Martial Rose Library from the public, staff, students and researchers from other institutions and anyone wishing to use the Sybil Campbell and Thorold and Lyttelton Collections.

We ask that all visitors sign in at the Library desk on the top floor to obtain a pass each day.

There is no parking available on site for general library visitors. We recommend that you use the Winchester [Park and Ride](#) facilities.

Facilities

We offer Eduroam for Wi-Fi connectivity, however this is a private network. If your home institution does not support Eduroam, or you are a member of the public, we do not provide visitor wifi. Please make sure you have accessed Eduroam at your home institution before visiting us.

Access to our electronic resources, printing, photocopying, and scanning is restricted to our current staff and students.

Scnul members and members of the public may be unable to use our facilities during our examination periods. Please check with the library before visiting.

SCONUL Access visitors

Staff, students, and researchers from other 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](#).

BANDS A, B and C are entitled to borrow up to 5 books from the Lending library collections.

Special collection access

The [Sybil Campbell Collection](#) reflects the entrance of women into higher education and into academic and professional life in the late 19th and early 20th century. This is a closed collection and researchers are advised to search OneSearch and the SC website to request materials are ready for your visit.

[The Thorold and Lyttelton Collection](#) is named after two local bishops whose personal libraries form its nucleus. The collection covers all aspects of theology and supports both the teaching and research of the University in this area. This is a closed collection and researchers are advised to search OneSearch and the T&L website to request materials are ready for your visit.

Please email Library@winchester.ac.uk or phone 01962 827306 for more details about how to access these collections.

Arrangements for School/College students

You may use the Universities Libraries for study purposes during the University vacation periods.

You can find the vacation dates [here](#)

We can arrange access for individual students in exceptional circumstances. Please ask your school or college library to contact us to arrange this.

Visitor loan allowance and regulations

Entitled visitors may borrow up to 5 standard loans at one time. They are issued for a maximum of 4 weeks. Sconul Band R and members of the public have reference only access to our collections.

(7-day loans, short loans, reference, and items from the School Resources Collection may not be borrowed.)

Items will be automatically renewed unless they are recalled (up to 1 year) or there is a problem with the user's account.

Recalled items

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.

Fines and charges

£2 per day up to a maximum of £20.

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.

Our promise to our users:

We are here to help you make the best use of our resources and facilities.

We promise that we will treat you with respect and enable access to our services for all.

We will listen to your concerns and take them into consideration when providing services.

We will keep in contact with you via various means for news updates and important information.

We welcome feedback and will work collaboratively to provide you with the best possible service.

We ask that you:

Respect the library environment; we want it to be a safe and welcoming place for everyone.

Have consideration for others who are using the study space. Choose the right place for you to work in group study talking quietly or in individual quiet study areas. Observe our policies about eating and drinking in the library.

Take good care of your valuables and belongings; don't leave them unattended.

Adhere to library borrowing regulations –take good care of library materials and always have your id card with you.

Please respect our staff and treat us in a polite manner.

