

### ACCESS CONTROL GUIDELINES FOR LIBRARY VISITORS

The Institute of Education has introduced an access control system whereby access into some buildings and areas will be via use of a personalised access control / ID card. The following guidance note provides Library Visitors with an overview of how the system operates. Separate guidance notes have been produced for Staff (Guidance Note One), non-research students and research students (Guidance Notes Two and Three) and General Visitors (Guidance Note Five).

In addition to this guidance note a detailed question and answer paper provides further details about the access control system and your personalised access control / ID card.

#### 4. Access rights for Library Visitors

- 4.1 The library welcomes visitors and depending on your status and purpose of your visit the library membership desk may issue you with an access control / ID card to facilitate access into the library and in some cases assign to the card you are issued with borrowing rights. A summary of the three categories used by the library to categorise visitors are outlined below.
- 4.2 Day Visitors: If the library membership desk, advises you fall into this category, you will not be issued with an access control / ID card and thus, will have no borrowing rights granted to you. You will however be let through the turnstiles by library staff to access and view material held by the library.
- 4.3 Reference membership: If the library membership desk, advises you fall into this category you will be provided with an access control / ID card to facilitate access into and out of the library. This membership allows use of most materials in the Library but does not include borrowing rights, access to electronic resources or access to IT facilities. Refer to the following web-link for further details <http://www.ioe.ac.uk/services/library/23490.html>
- 4.4 External borrowing membership: If the library membership desk, advises you fall into this category you will be provided with an access control / ID card to facilitate access into and out of the library. This membership allows use of most materials in the Library and includes limited borrowing rights. It does not include access to electronic resources and IT facilities. Refer to the following web-link for further details <http://www.ioe.ac.uk/services/library/23491.html>
- 4.5 Cards issued by the library membership desk do not provide access to any other Institute areas other than the library and or have any other special access rights assigned that might normally be granted to staff and or student cards.
- 4.6 Cards issued by the library membership desk are valid until the 1 October in the year of issue. Continuation of access and or borrowing rights after this date will

require renewal of your membership and if accepted the issue of a new card by the membership desk.

- 4.7 Whilst there is no charge for the initial card issued, should you lose it and a replacement is required a charge for re-issuing the card will be levied. The current replacement charge is £10.00 payable to the membership desk. The exception is if your card has been stolen as a result of a theft and you are able to confirm that the theft has been reported to the Police by providing a Crime Reference Number, no charge will be levied.

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