



The Institute of Education 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 General 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 Library Visitors (Guidance Note Four).

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

5. Access rights for Visitors¹

- 5.1 Visitors to 20 Bedford Way should report to main reception desk. Depending of the status of the visitor and or nature of the visit, a visitor access card may be issued. Where a visitor access card is issued it will be a requirement that this is signed for. This procedure is in-line with that adopted for the issue of keys. The access card issued will be valid for use until 18:00 on the day of issue and must be returned to the main reception desk on departure from the premises.
- 5.2 For those visitors who may be in attendance for a consecutive number of days for example a continuous five days, the access card issued will be valid for use until 18:00 hours on the last day of the visit and therefore the card issued may be retained for the duration of the visit.
- 5.3 Visitor cards issued do not provide access to the library and or have any other special access rights assigned that might normally be granted to staff and or student cards. For those visitors who are in attendance for a continuous period of time and who it is deemed may require access to the library, visitor cards issued may be assigned with library access. However, whilst access to the library may be granted via a visitor card, this will not facilitate visitors to borrow books and or any other resource materials from the library. Should a visitor wish to borrow items from the library, they will need to separately register with the library. Further details about registering with the Library are contained in Guidance Note 4.
- 5.4 For those staff organising study visits for groups of external students, these will be regarded as visitors and thus, will be issued with a visitor card accordingly. To facilitate the issue of cards to such groups who it is accepted may require library access, those organising these visits are asked to e-mail IOEReception@ioe.ac.uk with copy to librarymembership@ioe.ac.uk and accesscontrol@ioe.ac.uk with the following information:
 - Names of those students visiting
 - Dates of the visit

¹ Visitors are defined as non Institute employees encompassing, occasional visitors, self employed, and or persons acting in the capacity of a Limited Company.

- A departmental Budget Code

Cards will be prepared and loaded with library access rights prior to the day of arrival. To facilitate this, notification to the above e-mail addresses should be received at least two working days prior to the due date of arrival.

- 5.5 Where visitor cards issued are not returned to the main reception desk, in the first instance as the person who signed for the card, you will be invoiced a replacement charge of £50.00. This charge is in-line with that levied for the non-return of keys.
- 5.6 For those cards not returned by visiting groups of students, a replacement charge of £50.00 per card not returned will be recharged to the organising staff member's departmental budget code.
- 5.7 Visitors to 10, 11, 15, 18, 24-28 Woburn Square, 55-59 Gordon Square, 9-11 Endsleigh Gardens and Emerald Street, will find the main entrance doors to these premises secured and thus, entry will be via use of the intercom provided.

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