



## Library usage policy

Categories of users : see table below showing current loans allowed

<u>Reader category</u>	<u>Media Type</u>	<u>Loan Type</u>	<u>Loans allowed</u>	<u>Period (days)</u>	<u>Renewals</u>
Associate Lecturer	Any media	Standard loan	20	70	5
Associate Research Fellow	Any media	Standard loan	30	70	5
D Min Student	Any media	Standard loan	30	70	5
Dissertation Student	Any media	Standard loan	25	70	5
Longer loan student	Any media	Standard loan	12	28	5
Masters student	Any media	Standard loan	15	70	5
NAM students	Any media	Standard loan	3	28	5
Research student	Any media	Standard loan	30	70	5
Special readers and single unit students	Any media	Standard loan	6	14	5
Staff	Any media	Standard loan	30	365	5
Undergraduate Student	Any media	Standard loan	12	14	5
Visiting students and students on courses which can only be audited	Any media	Standard loan	3	28	5

## Access to the library for users

1. Staff: all staff can access the library from Monday to Saturday 7am – 11pm.
2. Undergraduate students (attending College regularly for taught classes) – use of the library Monday to Saturday 7am to 11pm.
3. All postgraduate students, including research students – use of the library Monday to Saturday 7am to 11pm
4. NAM's - normally use of the library on Thursdays and Friday mornings only.
5. Other categories of users:

These include:

- a) ETM students  
Following discussion among the Learning Resources Committee and others ETM students will have no borrowing rights. They will be able to access the library for reference use normally only on Thursdays/Fridays. Charges for visitors apply after their registered programmes have been completed. During their programme, an optional fee for the year is now available, £45, for reference use of the library during Mon-Fri only.
- b) Online students  
May use the library for reference use usually on Thursdays and Fridays, by appointment. No charges apply.
- c) Single unit students  
These students fall into the category of 'Special Readers' on the table above. They currently have unlimited use of the library from Monday-Saturday 7am - 11pm and can borrow up to 6 books at a time. Following discussion it is proposed that they retain borrowing status but restrict use of the library to the day of the unit only. Similarly if two units are taken, 2 days would be allowed. For students on units which can only be audited, a loan limit of up to 3 books at a time is recommended.
- d) Visitors  
Reference use only on Thursdays and Fridays by appointment only. It is usual that all external visitors are charged £10 per visit to use the library, including students of other Baptist Colleges. The exception would be former staff of the

College. It is also recommended that former students of the College are asked to make a donation to the library in return for each visit. (A pass is to be collected from reception on arrival).

It is also recommended that former staff of the College are allowed to borrow up to 3 books at a time, on a discretionary basis to be decided by the Librarian.

There is a category in the table called 'Visiting students'. This applied to students from the University of Winchester and could also be applied (by special arrangement on a case by case basis) to some other visiting students. These students are allowed 3 books for 4 weeks but are only normally allowed access on Thursday and Fridays, again by appointment.

Included in the visitors category are students who are not currently attending taught courses but who are taking time out to catch up with their studies. If there is no outstanding work they will not be able to borrow (as it is too difficult to get the books back). However, if they have paid a continuation fee and have work outstanding they could have limited borrowing, similar to lending rights for other visiting students. Again, this can be dealt with on a case by case basis.

<b>Document control box</b>	
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