

Late Night Working at Gladstone's Library

To be read by anyone working between 5-10pm daily.

Your Reader card entitles you to work in the Reading Rooms from 9am-10pm, seven days a week. There are, however, a few guidelines that we need to make clear to you before you take advantage of our late-night working. As well as the Reading Room Regulations, please be aware that for your safety and security, as well as that of the collection, *we must insist on the following*:

1. Please note that Reader cards are valid from 9am-10pm, no matter where you are in Gladstone's Library.
2. Readers are only entitled to access the Reading Rooms, Gladstone Room, dining room and the ground floor toilets. The first floors are strictly prohibited, as are the Anwyl and Glynne rooms and the Chapel.
3. The History Room, House of Wisdom, Annex and Library Services are closed and locked after 5pm. This protects our distinctive collections, including the Gladstone Foundation Collection. Books from the Annex can be taken to your desk prior to 5pm, but Gladstone Foundation Collection items must remain in the History Room and be read only between 9am-5pm. Duty staff members will not be able to retrieve items after 5pm and should not be requested to do so.
4. Help everyone stay safe by beeping yourself in and out every time you enter and exit the rooms.
5. Reading Room staff are available 9am-5pm every day. Outside of these hours staff are available at Reception (until 8pm) and by calling the Night Porter phone (8pm-8am). Past 5pm, the staff available will not be able to assist with Reading Room queries.
6. Neither Archives nor Special Collections are available outside of 9.30am-4.30pm, nor are requests from Stephen Gladstone Hall.
7. We ask that where possible, only desks on the ground floor are used past 5pm.
8. Help us to maintain our collections! Please ensure that any collection items you use are placed on the circulation trolley when you leave (look for the sign that says 'Please Return Books Here').
9. Please note that special care must be taken when using the spiral staircase. We recommend that no more than three books are to be carried when using the stairs, and all users must use the hand-rope provided.
10. The use of ladders is strictly prohibited anywhere in the Reading Rooms, at all times. Small kicksteps are available if you wish to access books on higher shelves. Please note that we do not shelve books above 6.5ft (2m).
11. If you have any access requirements, such as needing a ground-floor desk reserved for you, please contact library@gladlib.org. Please see our Access Policy for more information.
12. The library catalogue is available from any internet-enabled device. Simply connect to 'GladstoneGuest' and access our website www.gladstoneslibrary.org. The Wi Fi password is available on notices around the Library. Guides to locations can be found on the Enquiry Desk as you enter the Reading Rooms.
13. Food is available from *Food for Thought* but will be charged for.
14. Under no circumstances can books, papers, journals or any item from the collection be removed from the Reading Rooms. CCTV is in operation.