

READING ROOM REGULATIONS

1. Opening times:

Readers:	Monday-Saturday from 9am–5pm NO ADMITTANCE TO READERS ON SUNDAYS
ReaderPLUS and Residents:	Daily from 9am-10pm
Staffed hours:	Daily from 9am-5pm (Enquiry Desk or Library Services)

CCTV is in operation at all times. Admittance to the Library can be refused at any time by any member of Library staff.

- Food and Drink:* **No food and/or drink except bottled water** is allowed in the Reading Rooms.
- Entry to Reading Rooms:* All users must sign in at the Enquiry Desk on arrival and out when leaving. Access to the Reading Rooms as either a Reader, ReaderPLUS, or Resident applies only to the individual. Visitors may see the Reading Rooms on Glimpses at 12 Noon, 2pm, 4pm.
- Admittance and Re-Admittance:* When signing in, show your Reader or ReaderPLUS card, or Resident room key to the member of library staff on the Enquiry Desk. While working, cards and keys should also be placed on desks and kept visible for library staff to check during headcounts. All library users must keep their card or key on them at all times, and must show them on each re-entry to the Library after signing in.
- Bags:* We do allow briefcases, shoulder bags, and rucksacks into the Reading Rooms. However more than three bags, or bags that are very large, cannot be accommodated. Suitcases and other bags can be securely stored in the Server Room, next to Reception. Please ask the staff member on Reception for assistance.
- Silent usage:* The Reading Rooms are that unique place – a *silent working space*. Conversation is forbidden, electronic devices must be kept on silent, and headphones must be kept at a low level. Please be considerate of other users.
- Wi-Fi & technical support:* To access the Wi-Fi, log on to 'GLADSTONE GUEST' (Please see notices for password). Power points are located in the floor, and can charge laptops, tablets, and mobile phones only. Members of library staff are unable to provide technical support for laptops and personal computers.
- Printing and photocopying:* Personal printers are not allowed in the reading rooms. Facilities for printing and photocopying can be found in Library Services, along with prices and instructions.
- Self-service Photography:* If you would like to use your own camera, smart phone, or tablet to take images from items in the collection, ask at the Enquiry Desk to be issued with a Self-Service Photography pass. Daily, weekly, or monthly passes are available. All charges go to the cost of maintaining the collection.
- Desk reservations:* We cannot reserve desks. Ground floor desks may be reserved for users with accessibility or mobility needs. We recommend against leaving valuable items unattended. All personal belongings are left at the owner's risk.
- Self-issuing of books:* We spend our book budget very carefully, and we need your help in knowing where to spend it. Much of our purchasing decisions are based on the areas that get the most use. We ask all library users to check books out using the self-issue slip books. You'll find these all around the library. Simply fill in both halves of the slip, then detach the right hand portion and place it on the shelf instead of the book.

12. *Returning Books*: Please do not replace books on the shelves yourself, as their use will then go unrecorded. Leave books on the Enquiry Desk when finished, or beside the 'Re-shelving' sign on top of the Annex card catalogue.
13. *Restricted Access*: Residents are permitted to take books from the main collections to their bedrooms. **Under no circumstances** may books or other items from the collection be removed from the building. Books from the Gladstone Foundation Collection **must not be removed** from the Reading Rooms. We reserve the right to search bags on departure.
14. *Closed Access and Archives*: Archives and Closed Access require notice in advance before they can be viewed. Please ask a member of staff or see the website for more details.
15. *Guides and Help*: Collection guides and maps of the collection can be found on the Enquiry Desk. If you need help finding what you are looking for just ask a member of the library staff who will be able to help you.
16. *Accessing books*: If you are unable to access items on high shelves, or from anywhere in the collection, please ask a member of the library staff who will be able to assist you. **Do not** use ladders in the reading room galleries.
17. *History Room Access*: The History Room, House of Wisdom, Annex and Library Services will be closed and locked after 5pm. This will protect our distinctive collections, including the books of William Gladstone. ReaderPLUS users and Residents should request books required from these locations before 2pm of the day they intend to work past 5pm. Duty staff members will not be able to retrieve items from these sites after 5pm and should not be requested to do so. All Readers and ReaderPLUS users should ensure that any photocopying is done prior to 5pm. Up to seven residents can have a key signed out to them to give them access to a History Room desk after 5pm (these must be signed out before 4pm each day).
18. Gladstone's Library promotes respect and equality, and we expect our staff to be treated with courtesy and spoken to in a polite fashion.
19. Smoking is not permitted anywhere on the premises.

Document Control

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Revision Policy

Version:	Version Date:	Summary of Changes:
v. 1	28/10/2016	Document Created [v.4 of original preceding document]
v.2	16/05/2017	Amendments and Updates
v. 3	02/10/2017	Amendments due to redesign of Readers and Friends leaflets
v. 4	28/11/2017	Wording altered for brevity.
v.5	29/03/2018	Amendments following related policy changes.
v.6	14/05/2018	Revisions to include updates to Access to the Reading Rooms.