



GLADSTONE'S LIBRARY
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LATE NIGHT WORKING AT GLADSTONE'S LIBRARY

Thank-you for joining the ReaderPLUS Scheme at Gladstone's Library. Your ReaderPLUS 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. The History Room, House of Wisdom, Annex and Library Services will be closed and locked after 5pm. This protects our distinctive collections, including the books of William Gladstone. ReaderPLUS users 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.
2. Help us stay safe! All ReaderPLUS users must sign in and out on the Enquiry Desk
3. The Reading Rooms are staffed from 9am-5pm every day. Gladstone's Library staff are on duty each night and can be contacted, but will not be able to assist with Reading Room queries.
4. Archives are not available outside of 9am-5pm, nor are requests from Stephen Gladstone Hall.
5. We ask that where possible, only desks on the ground floor are used past 5pm.
6. Help us to maintain our collections! Please ensure that any collection items you use are placed on the Enquiry Desk when you leave.
7. Please note that especial 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.
8. The use of ladders is strictly prohibited. Kicksteps are available.
9. If you have any access requirements, such as a ramp, please let us know at least 24 hours before your visit. Email library@gladlib.org.
10. 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.
11. ReaderPLUS users are only entitled to access the Reading Rooms and the ground floor toilets. The first floors are strictly prohibited, as are the Anwyl and Glynne rooms and the Chapel.
12. Food is available from *Food for Thought* but will be charged for. Please show your ReaderPLUS card to the kitchen staff.
13. Under no circumstances can books, papers, journals or any item from the collection be removed from the Reading Rooms. CCTV is in operation.