

Library and Digital Support Policy – Access

Introduction and purpose of policy

This policy covers access to all features of Library and Digital Support including: memberships, buildings, resources and services.

Membership

The University of Plymouth is inclusive in all of our services where it is legally and contractually possible and where this is not to the detriment to University staff and students. Access levels will vary dependant on user type, see table below for details. It may be possible for members of the public and/or companies to extend their access for a set charge.

User Type	Loan	Browse	ILL	Enquiries	Equipment	Access to building	Access to e-resources	Printing / Scanning
UoP student	20 items, ITE permitted an additional 40 items from SEC	✓	P	✓	✓	✓	✓	✓
UoP staff	20 items,	✓	✓	✓	✓	✓	✓	✓
UoP Partners	Membership for University Partners is defined in the relevant University Partnership Agreement. Library access arrangements are only valid where they have been signed off by the nominated Library and Digital Support team representative.							
UoP Associate (Sponsored)	6 items	✓	X	P	✓	✓	P	✓
Library Associate (Paid & Sponsored)	6 items	✓	X	P	✓	✓	P	X
Visitors	X	X	X	P	X	P	X	X

(Note: P above means partial access, contact the service for more information)

Information on the current cost for paid membership is [available](#).

Access to Physical Locations

The Charles Seale-Hayne Library (CSHL) is open 24/7 in termtime and 08:00 – 20:00 in vacation, the 24/7 OA space remains available 24/7/365 for Plymouth University registered members. Members are expected to use their University card for access. If you forget your card, you can sign in via the 'sign in' kiosk near the entrance gates using your Plymouth University username and password.

Between 22:00 – 07:00, the external doors are locked and entry to the library building is via swipe access by Plymouth University ID card only. This is for the safety and security of library staff, university members, and the building facilities. Full details of all hours and locations of Open Access areas and other service points are [published and updated](#).

The Library is compliant with all equality access regulations. Some visitors may require assistance to reach materials, please ask our staff for help. [Disability support in the library](#).

Access is generally restricted to 18's and over, unless accompanied by an adult.

Only assistance animals are allowed into the building.

Bookable Rooms

A limited number of individual and small group rooms are available for booking online by University staff & students. Details of the rooms available are [published and updated](#).

Use of Study Spaces

We provide a range of study environments to support both individual and collaborative study and request that all our members and visitors are considerate of other users. We provide [guidelines](#) on acceptable behaviour.

Access to Content

Library and Digital Support provides access to a wide range of resources. Our intention is to maintain a collection that supports teaching and learning across our academic portfolio. For research intensive areas we supplement our holdings by offering access to materials held in other libraries.

We operate a 'digital first' policy i.e. we will purchase or subscribe to digital content by default and where available; exemptions where required by academic need, will result in a physical copy being preferred.

Loan of physical content

We provide 'library use only' copies of key titles. We will loan other copies for periods of time based on demand.

Alternative formats of materials may be sourced as [required](#).

Special Collection material

[Special Collection](#) material is 'library use only' but may be accessed after an induction session.

Electronic content

All university staff and students have unlimited access to our electronic content for use of personal study and research.

Any breach of the terms and conditions of use of these databases may result in the suspension of IT accounts.

We provide a number of systems that can be used to search for our different types of content. Our main discovery tool is Primo. Anyone can search the database but access to full-text items and other services are only available once you have logged-in with University credentials. Other resource discovery tools are maintained for access to more specialist materials, but these are only available to university registered staff and students.

Access to Services

A University card is required to access many of our services. Service users will be held responsible for any transactions undertaken using this card. The CSHL is the access point for many University services, details are published on the [Library website](#).

Review

This Policy should be reviewed annually.

Last review 24/08/2021

Related Policies and Procedure

Related LDS Policies can be found on the web page: [About Library & Digital Support](#)