



#### 4.4 Access Policy

Gladstone's Library welcomes residential and day users from across the world. Security systems are in place to ensure a safe, pleasant, ordered working environment for those working in the Reading Rooms. Our security procedures help us maintain fire safety, a secure working environment, and a space in which the collection is preserved.

Entry to the Reading Rooms is gained via an automated security system. Each user must use their own access pass on **every entry and exit** to the Reading Rooms.

When inside the Reading Rooms, Readers, Researchers, Residents, and staff must carry valid access passes in the form of a Reader or Researcher card, Resident key, or staff ID card. Readers, Researchers and Residents must carry their access pass on their person or place it on their desk for easy observation by staff.

Although possession of an access pass is granted at the discretion of the Library's Warden, access to the Reading Rooms can be refused by any member of Gladstone's staff. Any user found breaking Reading Room regulations will be asked to leave and may have their access rights revoked. Only the Library's Warden can revoke an access pass.

##### *Applying for a Reader card*

Anyone may apply for a Reader card, which is valid for one year. In order to be issued with a Reader card the applicant must supply a completed application form along with two forms of ID, one proof of address and one photographic (a driving license works for both). ID must be either physical or e-originals. Copies and photographs of ID cannot be accepted.

Unless proof of identity and address are produced, access to the Reading Rooms and the collection cannot be permitted. Reader cards can normally be produced on the day of application.

**To apply for a Reader card, applicants must be 16 or over.** Access for those under 16 is detailed in 'Applying for a Young Researcher card', below.

##### *Applying for a Researcher card*

Researcher cards are loaned for the day. They can also be loaned for several days, e.g. if a user is working with invigilated collections (see 'Access to the Collection', below). The process for applying is the same as for a Reader card.

**To apply for a Reader card, applicants must be 16 or over.** Access for those under 16 is detailed in 'Applying for a Young Researcher card', below.

### *Applying for a Young Researcher card*

Anyone under 16 cannot become a Reader, but can be loaned a Young Researcher card. Young Researchers must apply for the card in the presence of an adult parent or guardian. The parent or guardian's contact details will be taken at every visit.

The parent or guardian must either have or apply for a Reader or Researcher card, with two with two forms of ID, one proof of address and one photographic (a driving license works for both). ID must be either physical or e-originals. Copies and photographs of ID cannot be accepted.

**The Young Researcher should also have one piece of identification** such as a birth certificate or student card.

Researcher cards are loaned for the day. The process for applying is the same as for a Reader card.

### *Access as a Resident*

Each Library bedroom key has a fob which, when tapped on the entry and exit pads, grants access to the Reading Rooms.

Residents are not currently required to provide ID at check-in, due to the personal information supplied when making a booking, including full financial settlement of the first night's stay.

There is no lower age restriction on staying at the Library, but we recommend that Residents **who are under sixteen must** be accompanied by an adult at all times.

### *Access as a Conference, Course, or Event delegate*

Access to the Reading Rooms is not included in conferences, courses, or events. Anyone attending a conference, course or event at Gladstone's Library and who would like access to the Reading Rooms should apply for a Reader or Researcher pass either in advance or on the day.

### *Access to the collections*

Readers, Researchers and Residents should familiarise themselves with the various conditions of collection access prior to their visit. If information is not found on the website, email [library@gladlib.org](mailto:library@gladlib.org).

All Readers and Residents have free access to the all Reading Room spaces and the Main Collection between 9am-5pm. After 5pm the History Room, Annex, Annex Corridor and Library Services are closed.

Access to Special Collections and Archives is via invigilation and is permitted only on receipt of the requisite application forms, at least fourteen days in advance. Those wishing to work with invigilated items from the Library's collection will need to have either a Reader or Researcher card, and will need to bring the required ID.

### *Access between 5pm-10pm*

Residents have access to the Theology Room only from 5pm-10pm.

### *Guaranteed seating and space*

The Reading Rooms at Gladstone's Library have been designed to seat 36 people in comfort, whether reading in armchairs or sharing a table. The Reading Rooms offer the following spaces for users:

Theology Room:	25 (11 individual desks on the galleries, 3 individual desks on the ground floor, 6 x ground floor armchairs, 2 x invigilated seats on the ground floor, 4 x seats at shared desks on the ground floor)
History Room:	11 (7 desks on gallery, 4 desks on ground floor)
House of Wisdom:	3 (all at one shared table)
Library Services:	2 (at one shared table)

Seats cannot be reserved in advance or otherwise guaranteed, unless a user has restricted mobility (in which case a ground floor desk can be reserved) or if the desk has been sponsored by that person. Users should not expect to be seated in the main reading rooms, or on a particular floor.

All seats are intended to be used and all shared tables are expected to be used to their full capacity, with all seats occupied. Users are expected to keep a reasonable amount of work on their desk, as large tables are shared tables, rather than tables for one user with a great deal of material – however, if any user does require more space they should approach staff.

If a seat is available, then the Reading Rooms are only 'part full'. The Reading Rooms are only 'full' if every seat is taken. Staff will take steps to maximise room occupation.