

4.4 Access Policy

Gladstone's Library welcomes residential and day readers 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.

All Readers, Residents, and staff must carry valid identification in the form of a Reader card, Resident key, or staff ID card. Readers and Residents must carry their ID on their person or place it on their desk for easy observation by staff.

ID must be shown on **every entry** to the Reading Rooms. 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.

Applying for a Reader card

Reader cards can normally be produced on the day of application. In order to be issued with a Reader card the applicant must supply a completed application form along with two forms of ID. Unless two forms of ID are shown, access to the Reading Rooms and the collection cannot be permitted.

Readers **who are under sixteen must** be accompanied by an adult at all times. Readers who are under eighteen are not permitted in the Reading Rooms outside of staffed hours (9am-5pm).

Access to the collection

Readers 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.

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

Access to Restricted Items (special collections and archives) is permitted only on receipt of the requisite application forms, at least three weeks in advance.

Access between 5pm-9pm

Readers and Residents have access to the Theology Room only from 5pm-9pm. Anyone wishing to work in this space outside staffed hours must log in with the duty receptionist before entering the space. Readers under eighteen are not permitted in the Reading Rooms outside staffed hours (9am-5pm).

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: 19 (14 individual desks on ground floor and galleries, 1 Restricted Items desk, 4 shared table)

History Room: 12 (5 armchairs, 7 desks on gallery, 3 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.