

Knowledge, Library & Information Service

## 24/7 Access: Terms and Conditions of Use

The library can be accessed outside of library opening hours using your trust ID card. You will be asked to swipe in with your ID card to remain in the library after 5pm.

Only the person named on the ID badge may use it to gain access to the library. Please do not allow others into the library using your ID badge. Temporary access cards must be returned by the specified date.

Please do not leave personal items unattended.

24/7 IT access is available to staff and students with a Trust Winframe account. Wi-fi access is also available. Use of either is subject to the relevant Trust policy and procedures.

Books can be self-issued or returned out-of-hours.

Any misuse of the access system or Centre facilities will result in the withdrawal of 24/7 access.

**ENTRY**: Please hold your ID card to the System Readers located on each door

**EXIT:** Press the **Green Door Release Button** on the left hand side of the doors.

In an emergency use the **Green Emergency Door Release Box** located on the left hand side of the doors.

 **FIRE EXIT:** If the fire alarm is sounded you must leave the library immediately. NEAREST EXIT is down the internal stairs, out onto the basement corridor and out through the doors near pharmacy.
 **FIRE ASSEMBLY POINT –** Pharmacy Fire Point (on road near disabled parking)

**IMPORTANT**Please do not leave the library without your ID card as you will not be able to get back in.

**PLEASE ENSURE THAT WHEN YOU LEAVE THE LIBRARY THAT YOU HAVE**

* Closed all windows
* Shut down any PC you were using
* Ensured that the door has securely shut behind you

**CONTACTS**

Please contact the library on **01302 642894** for assistance

For **Fire, Security or Critical Incident** inside the library, telephone **2222**

If this is not appropriate contact the site team via switch board