Code: **QA822**

Title: **Accessing the Library**

Date: **01/07/2020**

Purpose

This policy establishes rules for access to the Library.

Description

1. Access for Students

Registered students of the University are entitled to use the Library. All registered students are issued with a Student ID card which also acts as a Library card. Access to the Library is via access control gates; therefore students must have their current student card with them in order to gain entrance.

Patrons who have forgotten their student card may obtain a one day temporary access card once per semester, the cards costs €2.00 and are available at the entrance desk in the foyer of the Hardiman Building.

A student on a Leave of Absence is not entitled to use of the Library's facilities and services. Please refer to the University's Student Leave of Absence Policy.

2. Access for Staff

All staff of the University are entitled to use the Library, the Human Resources department issues staff cards, read more about staff cards. Access to the Library is via access control gates; therefore staff must have their staff card with them in order to gain entrance. Library accounts are automatically created when a staff campus account has been created by ISS.

3. Access for Alumni

All graduates (alumni) of NUI Galway are entitled to free lifetime access to the Library, however there is a charge to borrow books, read more about charges. In order to join the Library as an alumnus, the prospective patron will need to provide proof of graduation such as a copy of either transcripts or conferring parchment or obtain proof of graduation from the Alumni Office. Once you have the proof of graduation please follow the How to apply section on the Library website.

4. Access for Visiting Academic Staff and Research Staff

Visiting academic and research staff of associated organisations with a sponsored research agreement or honorary appointment may request temporary access to the Library for the visitor.

If they require physical and borrowing access to the Library they must complete the [external member form](#) and submit in advance of arriving.

The issuing of a Library card to visiting academic or research staff of associated organisations does not confer any rights on the user in relation to any services provided to staff by NUI Galway.

5. External Members

External membership of the Library is limited to individuals who have a specific higher level research requirement, a professional/regulatory advancement requirement to access the Library collections and use Library resources to assist with their research. ***Due to terms of publisher/provider license agreements, off-campus access to electronic resources is only for current NUI Galway students and staff.*** Applicants are asked to provide detailed information on their area of research and the reason they require access to the Library. As the Library's primary function is to serve the needs of its students and staff, the interests of external users should not conflict with the needs of NUIG students or staff members. Information on how to apply for the various categories of external membership is available on the [Library website](#).

Person Responsible:

Evelyn Bohan
Head of Marketing & Engagement
Library