# Polasaí agus Nósanna Imeachta/Policies and Procedures

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| **Code** | QA822 |
| **Title** | Accessing the Library  |
| **Policy Owner** | Head of Learning, User Support and Engagement, Library |
| **Date** | 11 March 2025 |
| **Approved By** | Library Strategy Committee |

1. **Purpose**

# This policy outlines the rules for access to the Library.

# Description

* 1. Access for Students

Registered students at the University of Galway are entitled to use the Library. Each registered student is issued a Student ID card, which also serves as their Library card. Access to the Library building is controlled by access gates, therefore students must swipe their current student card to enter. If a student forgets their card, they may obtain a one-day temporary access card, available once per semester for a fee of €2.00 at the entrance desk of the Hardiman Building. Students on a Leave of Absence are not entitled to use the Library's facilities and services. Please refer to the [University's Student Leave of Absence Policy](https://www.universityofgalway.ie/media/registrationoffice/files/QA287-Leave-of-Absence-approved-AC-Oct2022.pdf) for more information.

* 1. Access for Staff

All staff of the University of Galway are entitled to use the Library. Staff members are issued a staff card by Human Resources, which also serves as their Library card. Access to the Library building is controlled by access gates, therefore staff must swipe their staff card to enter. When a staff member leaves the organisation, they cease to have access to the Library, it is their responsibility to ensure all borrowed items are returned before their departure from the University. Retired staff may continue to have access to the Library when they retire, for more information please refer to the [Retired Staff policy](https://www.universityofgalway.ie/media/humanresources/policiesproceduresandforms/policiesprocedures/QA140--Retired-Staff-Policy.pdf).

* 1. Access for Alumni

All graduates of the University of Galway can apply to use the library as an external user. As external users, graduates will have access to open print collections, individual study spaces, printing and guest Wi-Fi access. To join the library as an external user, graduates must complete the [Library Membership Form](https://library.universityofgalway.ie/about/accessingthelibrary/membershipform/) and provide proof of graduation. Access to the Library building is controlled by access gates, therefore alumni members must swipe their ID card to enter. A €5 fee is required for issuing a membership card. If the applicant wishes to borrow materials, an additional charge applies. For more information, please visit our [website](https://library.universityofgalway.ie/about/accessingthelibrary/membershipform/).

Please note alumni members do not have access to the following:

1. Off campus access to the library’s electronic resources, including eBooks, databases, and e-journals\*.
2. The Library’s MakerSpace.

Users are asked to renew their membership on a yearly basis.

\*One device is available within the library to access the library’s electronic resources, including eBooks, databases, and e-journals.

* 1. Access for Visiting Academic Staff and Research Staff

Visiting academic and research staff from affiliated organisations with a sponsored research agreement or honorary appointment may request temporary access to the Library for the visitor. To apply for such access applicants must complete the [Library Membership Form](https://library.universityofgalway.ie/about/accessingthelibrary/membershipform/) one week prior to arrival.

Please note visitors will not have access to the following:

1. Off campus access to the library’s electronic resources, including eBooks, databases, and e-journals\*
2. The Library’s MakerSpace.

\*One device is available within the library to access the library’s electronic resources, including eBooks, databases, and e-journals.

* 1. External Membership

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. 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 University of Galway students or staff members. To apply for external membership applicants must complete the [Library Membership Form](https://library.universityofgalway.ie/about/accessingthelibrary/membershipform/). There is a fee to join the library as an external member, more information can be found on our [website](https://library.universityofgalway.ie/about/accessingthelibrary/membershipform/).

Please note external users will not have access to the following:

1. Off campus access to the library’s electronic resources, including eBooks, databases, and e-journals\*
2. The Library’s MakerSpace.

\*One device is available within the library to access the library’s electronic resources, including eBooks, databases, and e-journals.

Please note as the Library’s primary function is to serve the needs of its students and staff it may be necessary to suspend applications for external membership during exam periods to ensure students have access to study spaces in the Library.

1. **Responsibilities**

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| **Name** | **Responsibility** |
| Head of Learning, User Support and Engagement, Library | Policy Owner |
| Library Senior Management Team | Approval of amendments |
| Library Strategy Committee | Approval and ratification of amendments |

1. **Related Documentation**