



LIBRARY CHARTER FOR THE TV-INSPIRE REFERRED VISITOR SCHEME

1. University library services are provided to a member of the public for information research purposes only on the production of:
 - A signed referral form from a local public library (signed by a named librarian) – along with your library card.
 - A specific form of photo ID.
These are: Passport, Driving Licence, Current Work/College/Institutional ID.

(Alternative:- 2 forms of official ID with current name and address, no more than 3 month old - can include utilities bills)
2. Visitor's can telephone or check the library's website for opening times or details of access provision.
3. Service available to referred visitors include:
 - Reference collections;
 - Books, Magazines and Journals (printed);
 - Photocopying (for which a small fee is normally charged);
 - Library staff will give as much help as possible. In-depth assistance is not available.
4. The following services are NOT available under the TV-Inspire scheme:
 - Access to computers and networked equipment and on-line resources
 - Inter library or Inter-site loan facilities. Visitors will be asked to direct any inter-library loan requests to their public library service.
5. All libraries provide a catalogue which lists all information resources of the library. The catalogue is also available on-line which may be accessible via the Internet prior to arrival.
6. Assistance from specialist or subject librarians may be available but on an appointment only basis. This may be arranged prior or whilst visiting.
7. A referral for commercial or business related research is at the discretion of the institution. Contact prior to visit.

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