

External Library Membership Policy

2024-26



Revision number:	2
Applicable from:	1 st September 2024
Approved by:	Academic Council
Date of approval:	
Date of next review:	June 2026
Scope of policy (audience):	Staff, potential external members
Policyholder:	Head of Learning Enhancement
Contact:	quality@leedsconservatoire.ac.uk
Alternative formats:	To be made available on application

Linked external codes/regulations
SCONUL access regulations https://www.SCONUL.ac.uk/SCONUL-access
Linked documents/references
Library Regulations - Internal Users
Equality Impact Assessment information

Policy Statement
This policy outlines how members of the public will be given access to the LC library. It seeks to balance our commitments to major donors to expand our offer to the public with the need to ensure students and staff are prioritised in access the library space and resources.
Policy
Who can use the library? • Alumni, on production of evidence of having completed an FE or HE course with LC or predecessor institutions, and if in good standing with the library • Honorary external borrowers - this group includes: » Fellows of LC and predecessor institutions » Members of staff who have retired in post. This honour would be granted on application to, and approval by, the Principal in conjunction with the Library Manager. » Other people in exceptional circumstances, to be granted by the Principal and the Library Manager • SCONUL users – This national scheme allows HE students to access to most HE libraries in the country. LC students benefit from being able to use other libraries and in return students from other universities and colleges are given access to LC library. • Researchers – any researchers that are not attached to a university or college would

need to provide evidence of their research interests.

- Sixth formers and FE students studying music, on receipt of a letter from their school/college.
- Yorkshire Young Musicians studying at LC.
- Members of the public.
- Orchestras, choirs and wind bands.
- Big bands interested in the manuscript score collection.
- No children under 16 will be admitted unless enrolled on an LC course or YYM.

When can they use the library?

- Normal opening hours, as advertised on the website.
- No admittance for individual members during induction and examination weeks, as advertised (around 7 weeks a year), other than for simple counter transactions.

Individual Membership Fees:

	Reference	Standard Membership
Alumni	Free	£30
Honorary External Borrowers	Free	Free
SCONUL users	Free	Free if entitled
Jazz researchers	Free	£90
Sixth formers and FE students studying music	Free	£30
Yorkshire Young Musicians studying at LC	Free	£30
Members of the public	£15	£90

What does the membership fee entitle them to?

- Loan of up to 10 standard loan items at one time, comprising a maximum of 5 books, 5 scores or 10 CDs
- The use of listening, reference and study facilities in the library
- An access card for the library
- Courtesy reminder / overdue notices sent by email
- Telephone and email renewals service

What are they not permitted to do?

- Standard members may not borrow large ensemble music
- Core texts and DVDs may not be borrowed

- They may not make reservations or request new stock
- Licensing restrictions mean non-LC members are not able to use our PCs or electronic resources.
- Access any other part of LC.

Ensemble membership

- All ensembles must pay a one-time £15 setup fee.
- Evidence of the ensemble's existence must be provided, and photo ID of the ensemble librarian.
- Loans are for four months.
- Ensembles run by LC staff outside the conservatoire are entitled to a 50% discount on loans, and no set up fee. Loans to such ensembles must be issued to a separate ensemble library account, and borrowers must abide by the rules for ensemble members.

Large orchestral sets	£30
Small orchestral sets	£15
Wind band sets	£15
Choral sets up to 30 copies	£30
Choral sets (31+ copies)	£50
Short work choral sets	£15
Big bands using the manuscript score collection	Price on application

If ensembles are not able to collect the set-in person, postage will be charged based on Parcelforce courier charges.

General Principles of library use

Borrowing

- Only items that have formally been issued to a user may be removed from the library.
- Only the types of materials listed above can be borrowed. Library staff may at any time withhold from general circulation material that is required by staff or students for a particular assignment.
- The library user is responsible for a borrowed item as long as it remains on their record. If a card is lost or stolen, the user will remain responsible for items issued using it until the library has been informed of the loss.
- Current loan terms are advertised appropriately, and the date items are initially due back will be stamped on each item borrowed.
- Items can be renewed for a maximum of six weeks, but must then be returned to the library.

- Borrowed items may not be taken out of the United Kingdom except with permission from the library manager.

Returning

- All items borrowed must be returned to a member of staff at the library counter.
- If there is a problem with returning an item, users are advised to contact library staff as soon as possible, so a resolution may be found.

Small Ensembles

- A set of parts is considered one item.
- The borrower is expected to check music for ensembles for completeness before issuing, and sets will not be accepted for return unless all parts are present.
- If any part is missing on return an invoice for the replacement of the whole set may be raised against the borrower.

Library etiquette

- Users must leave the library 15 minutes before closing time, when asked to do so by a member of library staff or security.
- Mobile phones must be switched to silent when entering the library, and phone calls must not be made or answered.
- Eating or drinking is permitted in the library, but items consumed must be appropriate to a library environment. Inappropriate items include hot food, alcohol or excessively smelly food. In case of doubt, the judgement rests with member of library staff on duty. Library users are expected to clean up any rubbish, crumbs, and spills when finished.
- All users are expected to respect and maintain the quiet working atmosphere of the library. Anyone making excessive noise will be asked to cease, and if they consistently fail to comply will be asked to leave.
- All users are expected to treat all library staff and library users fairly and respectfully.

Procedure

Full instructions for external members will be available on the LC website.

Potential members will be required to submit:

- Membership form.
- Photo ID and proof of address.
- Evidence if they are a member of a discounted group.

Responsibilities

The Library team

The library team will handle most aspects of membership. This will include:

- Checking membership documents and taking ID photos.
- Communications of all kinds in person, by phone or by email.
- Supporting members in using the library.

- Invoicing defaulting members.
- Posting items to ensemble members.

IT/Estates

The IT team will be responsible for the creation of ID cards, and the Estates team will be responsible for activating them on the access control system.

Finance

The finance team will work with the library team in invoicing users who fail to return their loans.

Library Manager

Responsible for overseeing the implementation of the policy and assessing the engagement of the public in the library's offer, and the impact of this engagement on the library's core users – LC staff and students.

Breach of policy (if applicable)

Penalties

- Late returns will be subject to a 20p per day fine, or £1 per day if reserved by LC staff or students.
- Borrowers with items that are 3 weeks overdue will be invoiced for the full replacement cost of the item plus a £5 admin charge. Their remaining membership may be forfeited and they may not be allowed to re-join.
- Library users found in breach of library etiquette will be asked to leave and repeat offenders may have their membership cancelled.