



Queen's
University
Belfast

Library Services

The McClay Library
10 College Park
Belfast
BT7 1LP

Library Access

The McClay Library



www.qub.ac.uk/lib/TheMcClayLibrary/AccessstotheLibrary

Access Control

The McClay Library operates a controlled entry system.

Members are required to use their Queen's staff, student or library card to obtain admission.

Non-members need to apply for access via an online registration form and should allow one week for their application to be processed.

In the interests of security and efficiency and, to prevent delays at the entry and exit, please remember to bring your card when you visit the Library.

Members of Queen's University Belfast

Queen's staff and students, Library Associate Borrowers, and Health Service and AFBI staff with Library cards, will gain automatic access by scanning their membership card at the turnstiles located near the entrance.

Students who have forgotten their card may be granted cardless entry on confirmation of their identity and completion of a form. A maximum of three cardless visits are permitted per year.

Non - Members / Visitors

1. Members of the Public and other Visitors

- a) **Personal research.** The Library permits visits from members of the public who cannot otherwise obtain access to the printed material they need. If you wish to apply for visitor access, please complete the online *Visitor Registration Form*. There is an administrative charge of £5 for this pass which is valid for one month and is non-renewable. You will be required to provide proof of your identity and your address when you visit the Library.
- b) **Referred reference access.** If you are referred to us by a public or specialist library under the *INSPIRE Referral Scheme* the administrative fee is waived but you will still need to register for visitor access by completing the online *Visitor Registration Form*. You will be required to provide proof of your identity and your address when you visit the Library along with your *INSPIRE Passport*.

2. Non-Queen's University Students

Students from other higher or further education institutions including the Open University are permitted to use Queen's University Library for reference during the Queen's vacation periods. There is no entitlement to borrow material or access Queen's electronic databases.

If you wish to apply for Student Vacation access please complete the online Vacation Student Registration Form. You will be required to present your valid student card and additional proof of identity when you visit the library.

3. Academic Staff and Ph.D Students from other Universities/Colleges

Academic staff and PhD students from participating institutions may apply for access and borrowing privileges under the terms of the *SCONUL Access Scheme*. You will need to obtain a SCONUL Access (Band A) membership card from your home institution. To register for membership please bring your SCONUL Access Card along with your current staff/library card from your home institution to the Borrower Services Desk in The McClay Library.

4. School Students

Students under the age of eighteen are not normally admitted to the Library except as part of an organized school visit or when accompanied by an adult who is a member of the Library.

Please Note

Access to electronic resources is not usually available due to licensing restrictions and, some Queen's collections are restricted to members of Queen's University.

Visitors wishing to use Special Collections material should contact staff there in advance of their visit and will be required to register at Special Collections.

Further information is available on the Special Collections web pages .

How to join the Library

If you would like to be able to borrow material from the library or require access over an extended period of time, you may wish to consider becoming an Associate Member of the Library. Further details and an application form are available on the Library's web site, (www.qub.ac.uk/lib) under *Membership*.