Libraries and Collections External Visitors Policy

Last Revised: January 2025
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Approval Body: Libraries and Collections Leadership Team
Owner: Libraries and Collections (Operations Team)
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1.Background/ Summary

Swansea University Libraries and Collections are primarily for current Swansea University students and staff. We allow access to our Singleton Campus, Bay Campus, and South Wales Miners' Library for the wider community. There are limitations to external access which are outlined in the Scope and Exemptions (Section 3) below.

2. Purpose

The purpose of this External Visitors Policy is to provide transparent and consistent guidance for external visitors accessing Swansea University Libraries and Collections. The policy ensures that visitors can plan their visit and understand what access is available to them in advance. It also outlines rules and regulations that apply to external visitors.

3. Scope/ Exemptions

General Visitor guidance

- External Visitors can visit the Singleton Park and Bay Campus Libraries, or the South Wales Miners' Library during staffed (library information desk open hours) indicated on our Library Opening Hours and Locations webpage.
- We aim to keep restricted access periods to a minimum and provide access to visitors whenever possible. However, access to our libraries may be limited to current staff and students during peak periods of the academic year, such as revision and examination times. Any decision to restrict access is based on real-time demand and/or feedback from students and staff, and restrictions may be introduced at short notice.
- Visitors are advised to plan their visits in advance and check the Libraries and Collections webpages before travelling. Information on current staffed opening hours and any temporary access restrictions is updated regularly and should be reviewed before each visit.

- School and college students aged 16 or over can use our libraries to support their studies. In line with Swansea University's Children on University Premises Policy, visitors under the age of 16 must be accompanied by an adult.
- Visitors to the Richard Burton Archives must make an appointment prior to their visit.
- Visitors are to treat library buildings, collections, resources and facilities with due care. Visitors should show respect to students, staff and other library users and give due consideration to those using study spaces for academic and research purposes.
- Visitors are to take care of personal belongings and not to leave them unattended. Swansea University Libraries and Collections are not responsible for any loss, theft, or damage to personal belongings.

External Visitor Access

We ask that you plan your visit in advance.

- **General public:** The Libraries Together Passport reciprocal scheme allows any current member of Swansea, Neath Port Talbot, Carmarthenshire, Ceredigion, Powys and Pembrokeshire public library services to have free borrowing access at Swansea University and other local FE and HE libraries. Please contact your nearest public library branch for details of how to join.
- **Refugees and Asylum Seekers** are very welcome to use our libraries through the Libraries Together scheme.
- **SCONUL members**: Swansea University is a member of the SCONUL Access scheme, allowing members from other universities borrowing access to the library and its collections. Please contact your own institution for details of how to register.
- **Alumni** are welcome to use either the Libraries Together Scheme or, if they are continuing their studies at another UK University, via the SCONUL Access scheme as outlined above.
- **Reference only access:** University students from other institutions can access library study spaces and use the collection on a reference only basis.

School group visits

- Swansea University Libraries and Collections welcome planned visits from school groups for study purposes and/ or consultation with resources, special collections, or specialist library teams. Groups must be accompanied by teachers and/or school leaders throughout the duration of their visit.
- School visits should be booked in advance by e-mailing the Library team. Please note that all visits are subject to risk assessments and must be in accordance with the University Safeguarding Policy.

Visitor Wi-Fi Access

- The Swansea University Visitor network is available for visitors and guests of the university.

Online library resources and restrictions for visitors

- Visitors to Swansea University Libraries and Collections can access a selection of library e-resources (such as e-journals and library databases). Access is restricted to use when in our library buildings.
- Access to a library e-resource may be withdrawn at any time.
- The e-resources available for visitors should only be used for educational purposes such as teaching, research or independent study. Our licences for these resources prohibit use for commercial or business purposes.
- Searches for e-resources are limited to individual library resource platforms. It is not possible to search all e-resources across the library service in a single search.

4. Policy Statement

Swansea University Libraries and Collections reserves the right to remove or limit access to Libraries and Collections at any time.

Swansea University Libraries and Collections reserves the right to change or otherwise modify this policy at any time.

5. Policy History

Revision Date	Author	Description
Previous v. January 2025 Current v. September 2026	Amber Arrowsmith	Review of statement and reformat of template