

Out of Hours Access

Authorised staff & students can remain in the library after we close.

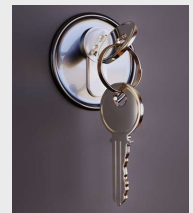


If you are still in the library at 6.00pm you must call switchboard (ext 100) and inform them that you are on site outside of normal working hours. You must tell switchboard when you leave the library so they know you are no longer on site.

The library alarms are set remotely between 6pm and 8pm. If switchboard is unaware of your presence in the library the alarms will sound at switchboard and they will assume that there is an intruder.

Evenings or at Weekends

- Go to switchboard and ask for out of hours access to the library
Hospital ID must be provided. (remember some evening or new switchboard staff may not know who you are! If you do not have a VCC ID Badge a letter can be issued by the library)
- Sign out the library key.

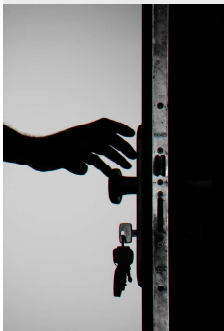


The switchboard staff/porter will then de-activate the library alarm at switchboard.

The library key gives access to the **BACK DOOR** (fire exit) of the library, and does not allow general access into the research building.

The Library Door

Place the key in the lock and turn it to the left until it clicks. Turn the handle above the lock to the left to open the door. When the door is open turn the **key** back to the right so that it clicks. Check that the door handle then spins freely. This means that the door is now locked and once you have entered the library and closed the door no-one else can have unauthorised access behind you.



THE REST OF THE RESEARCH BUILDING IS ALARMED. THERE IS ACCESS TO THE TOILET BUT NOT BEYOND INTO THE REST OF THE BUILDING.

If you accidentally go into the rest of the building and activate the alarms, ring switchboard (ext. 100). There is a phone to the right of the main foyer entrance or on the library issue desk!

Leaving the Building

Exit through the fire door by pushing the bar. Make sure that you have locked the fire door - the handle should spin freely - and that the door closes firmly behind you.

- Return the key to switchboard.
- Sign out in the book.

YOU MUST SEE A STAFF MEMBER FACE TO FACE AT THIS POINT SO THAT THE LIBRARY ALARM CAN BE RE-SET

These security measures are in place in order to protect both the building and individuals using the service.

All members of staff must sign in each time they use the service. The library key must **NEVER** be passed to someone who has not signed the out of hours book and staff must **NEVER** let a colleague into the library who has not signed the book.

**ANY MEMBER OF STAFF, REGARDLESS OF THEIR POSITION WHO IS FOUND ABUSING THIS SYSTEM WILL HAVE OUT OF HOURS LIBRARY ACCESS WITHDRAWN!
ANY ITEM REMOVED FROM THE LIBRARY DURING THESE VISITS MUST BE SIGNED FOR IN THE USUAL WAY. IF WE START LOSING MATERIAL FROM THE LIBRARY OUT OF HOURS ACCESS WILL BE STOPPED!!**

