

London School of Theology

Library Visitor Policy

Group responsible	Library Committee, Academic Board
Exec Member / Governor responsible	Academic Dean
Individual responsible	Librarian
Date last approved by Exec	September 2025
To be reviewed	Every two years
Date of next review	September 2027

1. Introduction

- a. This policy is directed to all external visitors to the library.
- b. As a Christian community we welcome guests, but for reasons of health and safety and the wellbeing of our resident students and staff, we lay down a few regulations they will be required to follow.
- c. Visitors may be turned away if the library is too busy, especially in the time up to essay submission deadlines and during the period immediately running up to examinations, so they are encouraged to ring ahead to ensure admission when they arrive.
- d. Use of the library by guests is at the discretion of the librarian and college executive and is a privilege not a right.
- e. If granted, access for visitors to the library is only available during office hours from Monday to Friday. In addition to weekends and the annual Christmas/New Year closure, access is not provided on public holidays or bank holidays.

2. Terms and conditions

- a. Visitors are required to arrive and depart during office hours: 9am to 4.45pm. They are not permitted to stay within the college building outside of those hours, or to remain on campus grounds.
- b. While on campus, library visitors are allowed to access the library, traverse the lecturers' corridor, student toilet facilities associated with those areas, reception, dining room if they buy a meal to eat while lunch is served, or the seating area outside Rooms A/B if they wish to bring and eat their own lunch on campus.
- c. All visitors to the library are required to sign-in at reception on arrival, and to sign-out on departure before reception closes, so that in the event of a fire they are safely accounted for.
- d. On arrival, each library visitor must collect a visitor badge from reception that allows them access to the library only and must ensure that this is returned to reception on departure when signing out.
- e. If a visitor has been reported as causing a disturbance or upsetting staff or students, the visitor will be asked to leave immediately by a member of staff and the matter will be investigated as soon as possible to determine whether it will be decided to allow the visitor access to the library again. The visitor will be informed using the contact details given when signing in at reception as soon as is reasonably possible thereafter.
- f. Visitors are required to fulfil all aspects of library conduct as applicable to them as listed on the noticeboard in the foyer of the library.
- g. Library visitors may obtain a lunch in the dining room after paying the current rate at the serving counter. Visitors are not required to book a lunch in advance.
- h. Library visitors will be allowed to join the students for morning coffee break for no charge as a gesture of hospitality.
- i. Visiting library users will pay fees to do so. The exceptions are those who receive a living income by working for a Christian institution or Christian mission organisations, including Christian churches, and alumni, and former LST staff who have left the college's employment with good standing. Effectively, this means that those who are charged will consist of students from other colleges and general members of the public not falling within the exempt categories.

- j. Fees of subscription of paying visitors are:
£5 per day, £15 per five open days, £25 per one calendar month, £60 per calendar year. A card shall be issued to paying visitors to show they are paid for access rights. Fees are paid at reception.
- k. There are no rights to borrow materials from the library for visitors, except for former members of staff who have left with good standing. For these former staff, up to five loans are allowed at a time for one month without renewal unless arranged directly with the librarian on which no fines are charged.
- l. Scanning and copying facilities are not available to visitors currently as use of copying equipment is dependent upon an institutional login. Copying within legal limits is permitted with a mobile photographic device.
- m. For paying visitors who have never used the library before, the librarian will grant a free day so they may evaluate how suited it is to their purposes.
- n. Generally, children are not allowed to use the library either accompanied or unaccompanied. In exceptional circumstances they will be allowed in if accompanied by an adult, but this is purely on the assessment and at the discretion, and with the expressed permission of the librarian. No child is allowed in the library out of office hours.
- o. Guests of students are not permitted to use the library unless they observe all the regulations as stated above. A brief tour is permitted while accompanied by their host.
- p. Animals are not to accompany visitors to the library, unless approved by the librarian due to special circumstances.
- q. Access to all LST online resources is legally available under copyright so long as they access them through the college's WIFI using either their own device or the two open access PCs in the Library Printing Room. The college WIFI password for visitors is currently LSTGUEST@23 and the url via which they may be searched and accessed is <https://research.ebsco.com/c/ostlev/search> . This url will only work for non-LST people to give access to LST resources through the college WIFI onsite.

