

Library Services



Library and Information Services Access Policy for Falmouth University and the University of Exeter, Penryn Campus

The Access Policy has been devised to clarify different categories and levels of access for the Library and Information Service of Falmouth University and the University of Exeter, Penryn Campus. There are two campus libraries, Penryn Campus Library and Falmouth Campus Library. The Library and Information Service is committed to ensuring equality of access to services, facilities and buildings. Whilst access for registered users of Falmouth University and the University of Exeter, Penryn Campus, is paramount it is recognised that the libraries have a role in providing community access and may act as a point of reference for educational providers within the county.

All registered staff and students of Falmouth University and the University of Exeter Penryn Campus are entitled to use both our of our campus libraries. Additionally staff and students of both institutions have access to the University of Exeter print collections in Exeter and there is a regular van service between campuses. University of Exeter, Penryn Campus staff and students have full access to all the resources of the University of Exeter including electronic resources

The following matrix sets out the types of membership and the details of entitlements for three classes of membership, Internal membership, External membership and Partnership membership.

Please note that Walk-In access to Electronic Resources has been developed and enables External and Partnership membership students access to our resources on an occasional basis, full details are available on the Library Webpage.

It should be noted that there is a separate Access Policy for the Archives and Special collections.

Internal Membership	Available To	ID required	Entitlement Loans	E-Resources	Visual Resources	InterLibrary Loans
Student (Undergraduate and Foundation)	All registered undergraduate students of Falmouth University and the University of Exeter Penryn Campus	Falmouth or UoE ID card	20 items including 6 HDLs. <i>Note allowance includes loans from the University of Exeter and British Library loans</i>	Falmouth access to Falmouth e-resources UoE,PC, access to University of Exeter e-resources	Max 6 HDLs	Inter-library loans Falmouth students:Not normally eligible for British Library requests during their first year
NOTE	Students employed in specific institutional roles and holding Staff ID cards, may opt to use their staff account. Those employed on a casual basis ie Student Ambassadors are expected to continue to use their student accounts.	Staff ID Card	As per staff below	Falmouth access to Falmouth e-resources UoE, PC, access to University of Exeter e-resources.	Max 6 HDLs	Inter-library loans
NOTE Progressing students	Progressing students, students who have been accepted on to another course at Falmouth University/UoE PC can have their student membership extended through the summer vacation until the date that their new course is due to start	Falmouth or UoE ID card And Evidence of acceptance on to next course with start date indicated	20 items including 6 HDLs <i>Note allowance includes loans from the University of Exeter and British Library loans</i>	Falmouth access to Falmouth e-resources UoE,PC, access to University of Exeter e-resources	Max 6 HDLs	Inter-library loans Falmouth students:Not normally eligible for British Library requests during their first year

Student (Postgraduate)	All registered postgraduate students of Falmouth University and the University of Exeter Penryn Campus	Falmouth or UoE ID card	40 items including 6 HDLs . <i>Note allowance includes loans from the University of Exeter and British Library loans</i>	Falmouth access to Falmouth e-resources UoE PC access to University of Exeter e-resources	Max 6 HDLs	Inter-library loans
Student (PhD)	All registered postgraduate students of Falmouth University and the University of Exeter Penryn Campus	Falmouth or UoE ID card	50 items including 6 HDLs . <i>Note allowance includes loans from the University of Exeter and British Library loans</i>	Falmouth access to Falmouth e-resources UoE PC access to University of Exeter e-resources	Max 6 HDLs	Inter-library loans
Staff and Associate Staff	Full and part time staff of Falmouth University, University of Exeter, Penryn Campus and Falmouth Exeter Plus Associate Staff includes Project Workers, Student Support Workers (where also working in other roles which entitle them to staff ID Cards), Visiting Lecturers, Trainee tutors who are teaching/working at Falmouth or UEC. DIME staff	ID card ID card + Letter of Appointment or Designation from Department As above with signed declaration	50 items including 6 HDLs + 20 items from University of Exeter	Falmouth access to Falmouth e-resources UoE, PC, access to University of Exeter e-resources	Max 6 HDLs	Inter-library loans

Associate Fellows (Exeter)	Staff with associate fellow status	ID card Staff are advised to check with ASU and Exeter card office who if eligible will issue a staff card and then they have full staff access rights.	50 items including 6 HDLs + 20 items from University of Exeter	Falmouth access to Falmouth e-resources UoE, PC, access to University of Exeter e-resources	Max 6 HDLs	Inter-library loans
External Membership	Available to	ID required	Entitlement	E-Resources	Visual Resources	
Alumni Membership	Members of Falmouth University Alumni Association	Completed Alumni details and on line payment via the Alumni page on University of Falmouth Website	4 books can be borrowed. Fees: £35 one off payment no annual renewal fee	Access to e-resources is NOT permitted other than Walk-In use	This does NOT include videos/DVDs.	Inter-library Loans may be requested however these will be charged at the current full price
Alumni Membership University of Exeter	Members of University of Exeter Alumni	Alumni membership	4 books can be borrowed. Fees £35 one off payment, no annual fee	Access to e-resources is NOT permitted other than Walk-In use	This does NOT include videos/DVDs	Inter-library Loans may be requested however these will be charged at the current full price
Alumni Membership CSM	CSM Alumni, pre University of Exeter	CSM Alumni membership	4 books can be borrowed. One off payment of £35 all other fees waived	Access to e-resources is NOT permitted other than Walk-In use	This does NOT include videos/DVDs	Inter-library Loans may be requested however these will be charged at the current full price

Business Entrepreneurship students	Agreed contractual service for BE students in AIR completing course but working on spin out business ventures	List from Falmouth University	4 items can be borrowed. One academic years membership Fees waived	Access to e-resources is NOT permitted other than Walk-In use	This does NOT include videos/DVDs.	Inter-library Loans may be requested provided they are for research purposes and not for commercial use, however these will be charged at the current full price
Intermitting students	Intermitting students of Falmouth University Please Note University of Exeter Penryn Campus intermitting students retain full IT /Library accounts		One academic year's membership, free of costs. If they then wish to renew then normal External Borrower status with full fees will apply.	Subject to IT status. Or Walk in Access		Inter-library Loans may be requested.
Early Starter students	Students with enrolment agreements with particular circumstances for accessing services prior to start of term	Completed External Borrowers form and letter of support from course leader	4 items can be borrowed. Membership up to the start of term	Access to e-resources is NOT permitted other than Walk-In use	This does NOT include videos/DVDs.	Inter-library Loans may be requested however these will be charged at the current full price
AA2A	Individual artists/makers working with Falmouth University as part of AA2A scheme	Details supplied by Simon Thompson	25 items including 6 videos/DVDs. <i>.Note allowance includes loans from the University of Exeter and British Library loans</i>	Falmouth access to Falmouth e-resources	6 Video/DVD's	Inter-library loans

External Borrowers (Personal/Individual)	Members of the Public	Completed External Borrower form plus letter of application outlining reasons for application	4 items can be borrowed. No HDLs . Fees: £25.00 registration fee + £25.00 annual fee	Access to e-resources is NOT permitted other than Walk-In use.	No HDLs	Inter-library Loans may be requested however these will be charged at the current full price.
	Support Tutors – supporting Falmouth University and UoE PC based students Includes CLARO if supporting Falmouth University/UoE PC students	Completed External Borrower form plus letter of application outlining reasons for application	4 items can be borrowed. Fees waived	Access to e-resources is NOT permitted other than Walk-In use.	This does NOT include videos/DVDs	Inter-library Loans may be requested however these will be charged at the current full price.
	Support Tutors – Claro or other commercial organisation – supporting non Falmouth University and UoE PC students	Completed External Borrower form plus letter of application outlining reasons for application	. Fees: £25.00 registration fee + £25.00 annual fee Not waived	Access to e-resources is NOT permitted other than Walk-In use.	This does NOT include videos/DVDs	Inter-library Loans may be requested however these will be charged at the current full price.

External Borrowers (Corporate)	Local Companies and Businesses	Completed External Borrower form plus letter of application outlining reasons for application	4 items can be borrowed. . Fees: £40.00 registration fee for the Company + £40.00 for each individual member of the Company.	Access to e-resources is NOT permitted.	This does NOT include videos/DVDs.	Inter-library Loans may be requested however these will be charged at the current full price.
Reference	Member of the Public	Visitors will be asked to sign in at the Issue Counter	Reference Use Only of the Print Collections	Limited access to IT resources under Walk-in licence agreement		

Partnership Membership	Available To	ID required	Entitlement	E-Resources	Visual Resources	InterLibrary Loans
UCP Unlocking Cornish Potential Graduates	Members of the one year UCP scheme	Completed UCP form	4 items can be borrowed. One academic year's membership. If renewal required then normal External Borrower status with full fees will apply. Fees: £10.00 per graduate paid by UCP	Access to e-resources is NOT permitted other than Walk-In use.	This does NOT include videos/DVDs.	Inter-library Loans may be requested however these will be charged at the current full price
Cornwall Adult Education Service Art Tutors	Tutors from the Adult Education Service in Cornwall	List of eligible tutors held by User Services/Campus Librarian	4 items can be borrowed. . . One academic year's membership. Fees: Waived	Access to e-resources is NOT permitted other than Walk-In use	This does NOT include videos/DVDs	Inter-library Loans may be requested however these will be charged at the current full price
Cornish Schools Agreement	Students from Cornish schools, with whom agreements have been concluded.	Referrals are taken via the School Librarian at each institution on an individual basis for staff and students to Library Operations Manager, Falmouth	Reference use only Possible class visits on request	Access to e-resources is permitted using the Walk in service and accompanied by an adult	This does NOT include videos/DVDs	No Inter-library Loans may be requested

<p>CUC Reciprocal Arrangements</p>	<p>Undergraduate/HE students from CUC Partner Institutions List held by Campus Librarian/ User Services Librarian.</p>	<p>Referrals are taken via the Librarian at each institution on an individual basis for staff and students and an appointment made with the User Services Librarian at Penryn or Campus Librarian at Falmouth</p>	<p>4 items can be borrowed.</p> <p>One academic year's membership.</p> <p>Fees: Waived</p>	<p>Access to e-resources is NOT permitted</p>	<p>This does NOT include videos/DVDs</p>	<p>No Inter-library Loans may be requested. Any requests should be referred back to the "home" institution</p>
<p>Inspire Reciprocal Arrangements</p>	<p>FE/HE Colleges; Cornwall College, Truro College, Penwith College PMS Medical School</p> <p>Does not apply to Cornwall County Library Users</p>	<p>Referrals are taken via the Librarian at each institution on an individual basis for staff and students and an appointment made with the LOM, Falmouth. If further visits are required for staff then they may become External Borrowers with a fee waiver.</p>	<p>This would tend to be reference access arranged through the original library otherwise would fit one of the other categories.</p>	<p>Access to e-resources is NOT permitted other than Walk-In use</p>	<p>This does NOT include videos/DVDs.</p>	<p>No Inter-library Loans may be requested unless and until membership becomes one of the former categories e.g. External Borrower</p>

Access to other Libraries for our staff and students

Both Falmouth University and the University of Exeter are members of a number of regional and national co-operative schemes for staff and students which give access of other UK Higher Education and National Libraries.

Sconul Access

This co-operative scheme allows staff, undergraduate part-time, distance and placement students, and full-time taught postgraduate students, to borrow from participating higher education libraries. In addition, there is a provision for full-time undergraduate students to use other libraries on a reference only basis. Requests from staff, students and researchers from other institutions who are eligible to be SCONUL Access members must use this route.

CUC Member institutions

Students who wish to access any of the other HE institutions within the CUC partnerships are advised to contact the Library Operations Manager at Falmouth Campus for advice on accessing these libraries. Reference or limited loan facilities may be available in specific circumstances

Other institutional or public libraries

It may also be possible for staff and students to access other library services for specific purposes, please refer any enquiries to the Library Operations Manager at Falmouth Campus.

Amend CC/March 2018