Policy	**Swansea University Library External Visitors Policy**
Approval date	29/03/2023
Approved by	Swansea University Library Leadership Team

Summary

Swansea University Libraries are primarily for current students and staff of Swansea University. We do allow access to our Singleton Campus, Bay Campus, and South Wales Miners' Library for the wider community who wish to consult our resources for academic and research purposes. There are limitations to access which are outlined below.

- External Visitors can visit the Singleton or Bay Campus Libraries, or the South Wales Miners' Library during Library staffed hours indicated on our Library Opening Hours and Locations webpage. St David's Park Library is open during staffed hours as Reference Only.
- During revision and examination periods, access will be restricted to Swansea University students and staff, and SCONUL Access members from other institutions, only. Please consult with the Library Opening Hours and Locations webpage for a list of these dates. We may have to limit access to our Libraries during other key times of year during the academic calendar, so please consult our webpages before each visit. During these periods, researchers will still be able to visit the South Wales Miners' Library and the Richard Burton Archives by appointment.
- 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 adult supervision at all times.
- Visitors to the Richard Burton Archives must make an appointment prior to their visit.
- Visitors to the Library are asked to respect the Library building, resources, and its staff and users. Consideration is to be given to those using study spaces for academic and research purposes.
- Visitors to the library are to take care of personal belongings and not to leave them unattended in the Library. Swansea University Library are not responsible for any loss, theft, or damage to personal belongings.

Swansea University Students and Staff

- Swansea University Staff and Students automatically have full access to our Library resources, facilities, and services during current opening hours.
- You will need to present your University ID card, which is also your Library card, when entering the building or when asked by a member of Library staff.

Non-Swansea University Students and Staff

We ask that you plan your visit in advance. Our libraries are particularly busy during term times, between 11:00-17:00 Monday-Friday. Please visit outside of these times if possible.

- 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 visit your nearest public library branch and join the library if you are not already a member.
- 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.
- University students from other institutions can access Library study space and use the collection on a reference only basis.
- Alumni can access the library through the Libraries Together scheme as outlined above.
- Refugees and Asylum Seekers are very welcome to use our libraries through the Libraries Together scheme as outlined above.

School group visits

We welcome planned visit from school groups for study purposes and consultation with resources, special collections, and our subject specialists. Groups must be accompanied by teachers and/or school leaders at all times.

School visits should be booked in advance by [e-mailing the MyUni Library team](#). Please note that all visits are subject to risk assessments and must be in accordance with the [University Safeguarding Policy.](#)

Access the Visitor and Guest Wi-Fi network

The [Swansea University Visitor network](#) is available for visitors and guests of the university.

Online library resources for visitors

Library e-resources for visitors

Swansea University Libraries offer visitors access to a selection of library e-resources (such as e-journals and library databases) when in our library buildings.

Who can use this service?

Visitors including members of the public and staff and students from other institutions can use these library e-resources (such as e-journals and library databases) whilst on campus.

Are there any restrictions?

The e-resources available for visitors should only be used for educational purposes such as teaching, research or independent study. Use for commercial or business purposes is strictly prohibited.

It is only possible to search within individual library e-resources and not the service as a whole.

Please note that access to a library e-resource may be withdrawn at any time.

What e-resource can I access as a visitor?

We try to make as many library e-resources available as possible. However, not all of our library e-resource are available to the public because of licence restrictions.