



LIBRARY ADMISSIONS POLICY

Statement of general principle of admittance

All RCA students, staff and researchers have the right to access and borrow material from the library.

In addition, there are other categories of persons who, in principle, have a “right of access” to the RCA Library.

- RCA Alumni (ex-students)
- Students and staff from publicly-funded HE institutions
- Students from the National Film and Television School (NFTS)
- Students and staff from Imperial College London
- Students and staff from the English National Ballet School
- Students and staff from the Royal College of Music
- Staff from the Victoria and Albert Museum
- Research students and staff from institutions with membership of the SCOUNL Access scheme
- Research students and staff from institutions with membership of the M25 Access Scheme
- Members of the public - admitted, by appointment, to read theses and visit the Colour Reference Library and Archive

The following categories of persons are not usually admitted:

- Students and staff from privately-funded educational institutions
- Journalists
- Business and media researchers

Access Arrangements

Access for some of the categories of persons with a “right of access” is managed via particular access schemes:

Alumni

Alumni are recommended to register with AlumniRCA, through which they can obtain a card providing access. They have reference access to print resources only.

Imperial College Students and Staff

Imperial College Students and staff can join the RCA Library (providing they are already registered with Imperial College Library). They have borrowing rights to print resources only.

NFTS students

RCA Security staff will provide NFTS students with an ID/Security card, which will allow them to access the RCA Library. They have borrowing rights to print resources only. Appointments to use the Library should be made in advance by telephone or email.

SCONUL Access

Students, researchers and staff from other institutions participating in the scheme should obtain an SCONUL Access card from their own institution, which will give them access to the RCA Library and allows them to borrow print resources. Appointments to use the Library should be made in advance by telephone or email.

M25 Access Scheme

Researchers and staff from a small number of institutions excluded from the SCONUL Access scheme can gain access via the M25 Access scheme. They should first obtain an M25 Access card from their home institution. Appointments to use the Library should be made in advance by telephone or email.

Other Access arrangements

In addition, the Library makes arrangements to admit a number of “visitors”, for those persons not covered by one of the schemes.

- Students and staff from the English National Ballet School, the Royal College of Music, and other HE institutions and staff from the Victoria and Albert Museum can access the RCA Library, by appointment, under the “visitor” arrangements. They have reference access to print resources only.
- Proof of ID from their home institution (accredited student, contracted member of staff) will be required.

- Other individuals are admitted on a discretionary basis, following written or email application to the Library Manager, stating the reason for their visit, topic of research - in particular the unique need to access the RCA collections - and preferred date(s) of visit.

Usually, visits are by prior appointment only and preferably between 9.30am and 5.30pm. Monday to Friday the maximum number of visitors on any specific day is four. On Saturdays the maximum is two visitors. A visitor who arrives without having made a prior appointment may sometimes be admitted, at the discretion of the Library Manager and providing that the maximum number of visitors for that day has not been reached.

There is a "visitors book" that visitors will be required to sign. All visitors should bring proof of identity. Visitors from other institutions must bring an institutional identity card, other visitors, proof of name and current address (e.g. a recent utilities bill). Visitors are required to abide by the Library Users' Agreement.

Library Users' Agreement

We are dedicated to providing you with a helpful and polite service. In return, there are a few things we expect you to do when using the Library. These are explained in terms of our agreement with all users below:

What you can expect from us

- To have a comfortable and quiet environment in which to study
- To have access to a wide range of information resources
- To be supported by helpful and polite staff

What we expect from you

- To bring items back on time so that they can be used by other readers
- To switch your mobile phone off in the Library
- Not to bring food or drink into the Library
- Not to smoke in the Library
- Not to make noise which could annoy other users
- To bring your Library card when you want to borrow material
- To take care of Library materials
- To treat Library staff with politeness