COVENTRY UNIVERSITY LANCHESTER LIBRARY

**Phoenix Partnership Reference Access Scheme**

### Personal Details (Please write in capital letters):

**Title (please tick):** Mr[ ]  Mrs [ ]  Miss [ ]  Ms [ ]  other – please specify \_\_\_\_\_\_\_\_\_\_

**First Name(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Name(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Post code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# School/College attended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course/subjects studied (e.g. A Level Maths)

Expected completion date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Please tick] **I have read and agree to comply with the Lanchester library rules and regulations (see overleaf). I also acknowledge that I am unable to take photocopies of library material for commercial purposes without the permission of the copyright holder. If current copyright legislation is infringed by any of my actions in the library then I accept full responsibility for those infringements.**

Signature Date

Personal data supplied by you will be used for administrative and monitoring purposes. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the above is attending this school/college and recommend his/her application to have access to the Lanchester library The university library does not have DBS clearance for all of its staff. Access is granted on the understanding that the school recognises and acknowledges this.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Official School Stamp**

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Signature (staff) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Your completed form must be returned***

***to the Lanchester library for approval.***

**Library Office Use Only -** date approved/issued:

## Lanchester Library Phoenix Partnership Scheme Regulations

**Purpose of Library regulations**

The object of these regulations is to ensure the maximum efficiency of the Library service for all its users. The Director of the Library is responsible for the maintenance of good order in the Library, and all users are expected to conduct themselves in a manner which does not interfere with the proper working of the Library.

**Access to the University Library**

College students or sixth form pupils who wish to visit the library for reference and study purposes on a regular basis can apply for a FREE Phoenix Partnership access card. A completed Phoenix Partnership form, signed and stamped by one of the two official college or school signatories, should be handed to a member of staff at the ground floor library reception desk (8am – Midnight) and a Phoenix access card will be issued.

The access card is used to gain entrance to the library via the entrance gates. The card may only be used by the named person on the card. Use by others could lead to access being withdrawn.

The Librarian has the right to refuse entry to anyone whom he/she does not consider has acceptable means of identification, does not have a valid reason for using the Library, or for any other reason whether in possession of a valid ID card or not. Lost access cards should be reported immediately to the Library (024 7765 7575 customerservices.lib@coventry.ac.uk). A charge of £5 will normally will be made for replacing lost cards

**Use of the Library facilities** The Phoenix Scheme offers access to study spaces and reference use of the books. It does not permit use of the university computers or audio-visual materials such as DVDs due to licensing regulations.

**Behaviour in the Library**

Users must conduct themselves quietly in the Library: disorderly conduct will not be tolerated. People studying in silent study areas must refrain from making noise or causing a disturbance. People studying in group study and other areas must avoid disturbing other users, keep noise to a reasonable level and not impede the functioning of the Library or the ability of Library staff to carry out their duties.

Cold food and drink may be consumed in the Library. Hot food including food that was hot at the point of sale is not permitted in the building. In line with UK legislation, smoking is forbidden throughout, this includes vaping

Conversational use of mobile telephones is only permitted in the designated “zones”; mobiles must always be switched to “silent” or “off”. Use of audio equipment is only permitted with headphones and not disturb others.

Library property, equipment or the fabric of the building must not be marked, defaced or damaged. Anyone responsible for damage may be required to replace the damaged item and will have their access withdrawn.

Seats/study spaces in the Library may not be reserved. Books or papers left on the tables may be removed by the Library staff, and neither the University, nor its employees, can be held responsible for the loss of, or damage to, property left on the premises.

No item from the Library stock may be removed from the library. Actual or attempted unauthorised removal will be regarded as a serious offence.

**Sanctions**

The University Librarian or representative has authority to withdraw Library facilities from any user infringing these regulations or in any way interfering with the proper working of the Library. In particular, Library facilities will be withdrawn for attempting to remove items, unreasonable or abusive behaviour towards university students and staff and repeated breaches of these regulations.

Users whose behaviour in the opinion of Library staff is considered to be in breach of these regulations will be asked to comply with them and must do so immediately. If they do not comply with that request they will be asked to show their access card or other permission to use the University Library. Users who refuse to show such proof of identity will be asked to leave the Library and must do so immediately. Details may be taken of the name of students who refuse to comply with a request to observe the Library Regulations and contact will be made with the school/college.