

## **Schools and Colleges**

### **Terms and Conditions for Induction Programmes and Tours**

- Submission of an on line booking form does not constitute a guarantee of acceptance and applicants should wait for confirmation from the Library that their request can be accommodated before planning further.
- Access is offered subject to the capacity of the service to accommodate student groups and is subject to the demands of the Universities service.
- All participants are required to abide by the Drill Hall Library rules and regulations and the Library reserves the right to exclude those who infringe them
- The Library Manager retains the right to determine who may apply to use the scheme, and may exclude individuals or institutions from the scheme.
- For University coordinated events: Induction Programmes and Tours are offered on the understanding that there is a named contact(s) responsible for the visiting students. Unless by prior arrangement, groups of students attending Induction Programme visits, tours or other pre arranged events must be accompanied by a member of University staff and/or Student Ambassador(s)
- For Schools and Colleges: Induction Programmes and Tours are offered on the understanding that schools are responsible for their own students. Groups of students attending an Induction Programme visit must be accompanied by a member of school staff.

### **Reference Access (Optional)**

- Responsibility for individual students who have requested ongoing reference access remains with the school or college.
- Access is restricted to times as specified.
- Students must present their Universities at Medway Library membership card and sign in at reception on every visit to gain admittance.
- All participants are required to abide by the Drill Hall Library rules and regulations. Membership of the scheme may be withdrawn from any user of the scheme who infringes the scheme rules or the Drill Hall Library rules.

- The scheme provides reference access to printed stock on open shelves at the Drill Hall Library and use of the Drill Hall Facilities. Some services such as photocopying are chargeable.
- The scheme excludes borrowing rights, access to study loans, counter offprints, thesis, book stock from other University of Greenwich libraries, electronic resources, computing and printing facilities.
- For Schools: Access to the library is required in order that the student may have access to material not available to them in their school library. It is not a substitute for their school library, and does not offer access solely on the basis of student's requiring a place to study.