# Colleges-University of Leicester Network Reciprocal Access Scheme:

# Operating Principles

1. The Colleges-University of Leicester Network (CULN) Reciprocal Access Scheme is a co-operative venture between 20 FE College / sixth-form libraries and 2 HE Libraries in the CULN Network.

See Appendix One for a list of member colleges.

This scheme enables staff to borrow from other libraries in the Network, and there is provision for students to use other libraries on a reference basis only in order to consult print material that they do not have access to elsewhere.

2. The scheme is open to all the libraries of all the institutions in the CULN Network.

The scheme is open to students aged 16 or over on courses or programmes operated in or by partner institutions (whether HE or FE), in those cases where such students enjoy full access and borrowing rights at the home (qualification awarding) institution’s library.

3. The scheme is open to academic and related staff directly employed by members of the CULN Institutions.

4. The scheme operates on the basis of mutual benefit to participants. There should not be a significant imbalance in the use of the scheme by member institutions.

5. The scheme is offered on the understanding that home institutions are responsible for their own students and staff. **Membership of the scheme does not in any way limit or replace this responsibility.** Home institutions are ultimately liable for any losses incurred as a result of their students or staff using other libraries under the scheme. Charges will be as levied in each Institution.

6. Each participating library will nominate a representative to co-ordinate the scheme with the other member libraries. Representatives meet once per year and also communicate via an electronic mailing list. The Colleges-University of Leicester Network Librarians Group monitors the scheme and formulates policy.

7. The CULN Network access scheme offers reciprocal reference access to students and reciprocal borrowing facilities to staff. It does not allow access to electronic resources, computing and printing facilities.

8. Users of the scheme must have been registered with their home library for a period of 10 weeks or more prior to applying to use this scheme and in possession of a current library identity card. Users of the scheme must be in good standing with their home library.

9. The University Librarian and the College Librarians are responsible for determining eligibility and good standing, and for ensuring the best and most appropriate use of the scheme.

10. Membership lasts for one year or the period of registration or the length of the course whichever is the shorter period. Membership may be renewed if the course continues.

11. Users of the scheme are subject to the rules of the library that they visit and are responsible for any debts or charges incurred.

12. Users of the scheme must produce the signed access letter and their home library card on their first visit. In some Institutions they may also be required to provide passport type photographs. They must also be prepared to show their home library card from their home institution on any subsequent visits.

13. Membership may be withdrawn from any user of the CULN Network access scheme who infringes the scheme rules or the rules of a host library.

14. Participating libraries are required to issue general library material under the scheme to participating staff members, BUT may restrict access to specialist collections or specialist material.

15. The responsibility to provide induction and training in the use of libraries rests with the home institution.

16. There is no subscription to become a member of the scheme but participating libraries will be required to resource any stationery and publicity materials for their own use.

17. Participating libraries are required to maintain statistics of use and to provide them when required.

18. All libraries joining CULN Network access scheme agree to commit themselves to these principles and no variation is permitted unless agreed for the scheme as a whole by the Colleges-University of Leicester Network Librarians Group.

19. Institutions wishing to leave the scheme must give notice of not less than one academic term to the Colleges-University of Leicester Network Librarians Group.

***Please note that borrowing entitlements for academic and related staff will vary***

***from institution to institution.***

***Operating Principles 2002. Approved by The Colleges-University of Leicester Network Librarians Group and the Colleges-University of Leicester Network Committee.***

## **Appendix One**

Colleges-University of Leicester Network Reciprocal Access Scheme:

Membership List: Members and their Library Representatives

**1. Brooksby Melton College**

Heidi Bird

Learning Resources Supervisor

Melton Campus

Asfordby Road

Melton Mowbray

Leicestershire

LE13 0HJ

Te**l:** 01664 850 850 Ext 515

**Email:** **hbird@BrooksbyMelton.ac.uk**[**www.brooksbymelton.ac.uk**](http://www.brooksbymelton.ac.uk)

Public enquiries: 01664 850 850/855 300

**2. Gateway College**

Fran Hoy/Mary Hardy

17 Colin Grundy Drive
Hamilton
Leicester **Email:** **fhoy@gateway.ac.uk**

**Email:** **mhardy@gateway.ac.uk**

[**www.gateway.ac.uk**](http://www.gateway.ac.uk)

Public enquiries: 0116 274 4500

**3. Leicester College**

Library Services Manager

Library

Freemen’s Park Campus

Aylestone Road

Leicester

LE2 7LW

**Email:**

[**www.leicestercollege.ac.uk**](http://www.leicestercollege.ac.uk)

Public enquiries: 0116 224 2000 extn 2651

**4.** **Loughborough College**

Clare Holden

LRC Manager

Learning Resources Centre

Loughborough College

Radmoor Road
Loughborough
Leicestershire

LE11 3BT

**Email: clare.holden@loucoll.ac.uk**

**www.loucoll.ac.uk**

Public enquiries: 01509 618 318

**5. Regent College**

Josephine (Joe) Bennett

Head of Learning Development and Resources

Regent Road

Leicester

LE1 7LW

**Email:****joeb@regent-college.ac.uk**

[**www.regent-college.ac.uk**](http://www.regent-college.ac.uk)

Public enquiries: 0116 2554629 extn 238

**6. South Leicestershire College**

Lesley John

South Wigston Campus

Blaby Road

South Wigston

LE18 4PH

**Email:** **Lesley.john@slcollege.ac.uk**

[**www.slcollege.ac.uk**](http://www.slcollege.ac.uk)

Public enquiries: 0116 264 3527

**7. Wyggeston & Queen Elizabeth I College**

Martina Higgins

Learning Resources Manager

University Road

Leicester LE1 7RJ

Tel: 0116 223 1900

Fax: 0116 223 1999

Email: Martina.higgins@wqeic.ac.uk

[www.wqeic.ac.uk](http://www.wqeic.ac.uk)

Public enquiries: 0116 223 1990

**8. Bishop Grosseteste University**

Emma Sansby (Director of Library Services)

Susan Rodda (Collections Library)

Anna Moron (Systems Librarian)

Library Services

Bishop Grosseteste College

Lincoln

LN1 3DY

**Email:** **library@bishopg.ac.uk**

[**www.bishopg.ac.uk**](http://www.bishopg.ac.uk)

**Catalogue:** [**http://catalogue.bishopg.ac.uk/webview**](http://catalogue.bishopg.ac.uk/webview)

Public enquiries: 01522 583 790

**9. Lincoln College**

Contacts:  Rachael Adair / Clare Lee

Monks Road

Lincoln

LN2 5HQ

Email: **learningresources@lincolncollege.ac.uk**

Tel:  01522 876 232

[**www.lincolncollege.ac.uk**](http://www.lincolncollege.ac.uk)

Public enquiries: 01522 876 000

**10. John Leggott College**

Sue Fry

West Common Lane

Scunthorpe

South Humberside

DN17 1DS

Tel: 01724 282 998

**Email:** **suefry@leggott.ac.uk**

[**www.leggott.ac.uk**](http://www.leggott.ac.uk)

Public enquiries: 01724 282 998

**11. Moulton College**

Claire Loake – Librarian

West Street

Moulton

Northamptonshire

NN3 7RR

Tel: 01604 673545

Fax:

**Email:** **claire.loake@moulton.ac.uk**

[**www.moulton.ac.uk**](http://www.moulton.ac.uk)

Public enquiries: 01604 673545

**12. Northampton College**

Grazyna Kuczera

Head Librarian

Booth Lane

Northampton

NN3 3RF

**G****razyna.Kuczera@northamptoncollege.ac.uk**

[**www.northamptoncollege.ac.uk**](http://www.northamptoncollege.ac.uk)

Public enquiries: 01604 734 208

**13. Tresham College of Further & Higher Education**

Dr Sarah Crudge

Library and Learning Resources Manager

Windmill Avenue

### Kettering

Northamptonshire

NN15 6ER

**scrudge@tresham.ac.uk**

[**www.tresham.ac.uk**](http://www.tresham.ac.uk/)

Public enquiries:  01536 413 163

**14.  North Warwickshire & Hinckley College**

Lesley John

Hinckley Road

Nuneaton

Warwickshire

CV11 6BH

**Email:** **library@nwhc.ac.uk**

[**www.nwhc.ac.uk**](http://www.nwhc.ac.uk)

**Catalogue:** [**heritage.nwhc.ac.uk**](http://www.nwhc.ac.uk/library)

Public enquiries:  02476 243 130

 **15. Bournville College of Further Education**

Sarinder Singh – Librarian

Bristol Road South

Birmingham, B31 2AJ

Email: sarinder.singh@bournville.ac.uk

[www.bournville.ac.uk](http://www.bournville.ac.uk)

Public enquiries: 0121 483 1000

**16. Fircroft College of Further Education**

Helene Pursey

1018, Bristol Road, Selly Oak

Birmingham, B29 6LH

Email: helene.pursey@fircroft.ac.uk

[www.fircroft.ac.uk](http://www.fircroft.ac.uk)

Public enquiries: 0121 472 0116

**17. Halesowen College**

Elizabeth Tromans

Whittingham Road

Halesowen, West Midlands, B63 3NA

Email: etromans@halesowen.ac.uk

[www.halesowen.ac.uk](http://www.halesowen.ac.uk)

Public enquiries: 0121 602 7777

**18. University of Leicester**

Jo Aitkins

Head of Public Services

David Wilson Library

University Road

Leicester

LE1 7RH

Tel: 0116 252 5180

### Fax: 0116 252 2066

Email: jua1@le.ac.uk

[www2.le.ac.uk/library](http://www.le.ac.uk/library)

Public enquiries: 0116 252 2043 library@le.ac.uk

**19. The Sixth Form College, Solihull**

**Widney Manor Road
Solihull
West Midlands
B91 3WR**

*Details awaited*

Other Colleges in the Network:

**20. Stephenson College**

*\*NO LIBRARY AT THIS COLLEGE*

### Denise Rossell

Learning Centre Manager

Thornborough Road

Coalville

Leicestershire

LE67 3TN

**Email: deniser@stephensoncoll.ac.uk**

**www.stephensoncoll.ac.uk**

Public enquiries: 01530 836 136

**21. Leicester Adult Education College**

*\*NO LIBRARY AT THIS COLLEGE*

Wellington Street

Leicester

LE1 6HL

**Email: admin@laec.ac.uk**

Public enquiries: 0116 233 4343