

UNIVERSITY OF THE WEST INDIES
MONA CAMPUS, JAMAICA, WEST INDIES
THE LIBRARY

POLICY ON AND GUIDELINES FOR ACCESS TO EXTERNAL USERS

PREAMBLE

The mission of the UWI Library at the Mona Campus is to provide vital information in support of the teaching, learning and research programmes on the Campus. The Library has sought to provide resources and services of the highest quality. The strength of these resources and services contribute significantly to the UWI's strong competitive advantage.

As the sole holder of some kinds of information, the Library is visited regularly by many persons outside of the campus community who want access to its resources. Therefore, this policy has been developed to deal with external user groups.

Purpose and Scope

The purpose of this policy is to rationalize the use of the library facilities by external users through the development of guidelines; identification of specific user groups; and establishment of associated privileges and charges where applicable.

The library facilities specifically refer to the non-licensed resources and exclude the collections for medicine and law. N.B. For e-resources, conditions apply.

External users are defined as persons who are not current students or staff of the Mona Campus and who would not normally have a right of access to the library facilities except for the courtesies hereby extended by the provisions of this policy or specially negotiated with the University's Administration.

It should be noted that this policy excludes inter-library loans and other services that the library may provide as a professional service.

Responsibilities

The Campus Librarian is responsible for the implementation and monitoring of this policy. S/he will review and make recommendations for changes as necessary and adjust the relevant fee-based access rates to reflect current economic realities.

Guidelines

The University is cognizant of its role in national and regional development. It is therefore committed to being a good corporate citizen and to share information where possible so long as its actions do not compromise its obligations to primary stakeholders. To ensure that its willingness to provide access to external users does not negatively impact the library resources and services the following guiding principles must be upheld:

1. The collection and equipment must be protected at all cost.
2. Provisional access to external users compels them to abide by the Library's rules and regulations.
3. Access will be restricted to the general collections only except in extraordinary circumstances where the Campus Librarian may determine the merit of a request and provide access with safeguards.
4. The number of external users at any one time shall be restricted so that the services to regular patrons are not adversely impacted.
5. Applications for access shall be made through a librarian or officer of an organization or institution so that users' credentials are verifiable; contacts are established; responsibilities for any abuse of the facility assigned and penalties for any contravention of the library's rules and regulations enforced.
6. Provisional privileges to external users may be withdrawn for any abuse of the library's resources and/or staff and persistent abuse by any collectively identifiable group will lead to withdrawal of privileges to the collective group.
7. The University reserves the right to withdraw access to external users at any time and for any reason it chooses so to do.

CATEGORIES OF EXTERNAL USERS

Users wishing to access the UWI Library resources would normally belong to one of the following categories:

1. UWI Alumni Association current members
2. Students/Staff of Norman Manley Law School
3. Faculty of affiliated Institutions
4. Students of Special International Group Programmes
5. Visiting students, faculty of regional and international universities
6. Students of secondary schools
7. Students of non-affiliated institutions by arrangement
8. Staff- Government Ministries /Agencies; NGOs or foreign embassies/missions
9. Specially negotiated arrangements for corporate groups
10. Individuals pursuing private scholarly research