

Use of Library Room and Reading Room.

Library Room:

Access to the **Library Room** is available to all **FULL** members of **Red Rose Cave and Pothole Club**. Members wishing unrestricted access to the Library should contact the librarian directly, or indirectly via another member of the Club Committee, to organise a briefing with the librarian on current access arrangements. A key will then be issued to the authorised member (known as 'keyholders' henceforth) to access the Library to view on site, or borrow any item held by the Library at their own leisure.

Non-members are not to use the facility unless authorised by the librarian or another member of the Club Committee.

Items may be borrowed for browsing in the **Library or Reading Room**, but **MUST** be booked out in the **Loan Book** by the keyholder and returned into the Library room after use, as demonstrated by the librarian during the briefing. If the individual wishing to browse items is not a keyholder, the item **MUST** be booked out in the Loan Book by a keyholder as well as the borrower. **Items must not be taken downstairs.**

Keyholders wishing to borrow items for **home reading MUST** sign out their loans, as demonstrated by the librarian during the briefing. If the individual wishing to take items home to read is not a keyholder, the item **MUST** be booked out in the Loan Book by a keyholder as well as the borrower. Only **FULL** Club members may borrow items from the Library, unless permission has been granted by the librarian in advance.

When borrowing items from the Library, keyholders **MUST** ensure the loaned items are placed in a carry bag (provided) before leaving to ensure they are kept in good condition.

All loan items should be returned within one month, (*unless agreement has been obtained from the librarian for a longer loan period*) and always booked in as "returned" in the Loan Book. When returning items to the Library, the items should be put in the returns basket, ready for the Librarian to check all returns and replace items into the correct section. **Bibliographies** will be available in the reading room either digitally or in paper format to aid research.

Food and drink are not permitted in the Library Room to prevent accidents / spillages which may damage or mark items stored in the Library.

Reading Room:

Access to the **Reading Room** is available to all **FULL** members of **Red Rose Cave and Pothole Club**. Non-members are not to use the facility without supervision by a full member. An access code will be supplied to members on request, and they **MUST** agree to adhere to all rules laid down for its use. The access code shall not be shared with non-members.

Consumption of Food is not permitted in the Reading Room, so as to prevent accidents which may damage or mark items stored or viewed in the Reading Room, and to reduce the risk of attracting vermin to the Reading Room and Library. Consumption of drinks will be allowed, but extreme care must be taken to avoid spillages which may damage or mark any items stored or viewed within the Reading Room.

Please ensure all empty cups etc are taken downstairs when leaving the Reading Room.

The Reading Room must be locked after use and not left open when unattended.

Members should note that replacement of books is usually impossible, so any abuse will result in access to the Reading Room and/or Library being withdrawn.

Reading Room Computer:

Access to the Reading Room computer is available to FULL members of the Club ONLY. Use of the Reading Room computer must not be abused. Viewing of inappropriate material, or downloads will result in permission being withdrawn for its use. Live TV and catch-up programmes which require a TV license (such as programmes aired on or viewed back on BBC iPlayer) MUST NOT be viewed on the Reading Room computer, as the Club does not possess a TV license.

This policy is regularly reviewed to assess if any changes are required

Your club Library is a fantastic archive and reference source.

Please do not abuse it.

Happy reading.

Version 1 Approved in 2017

Revisions and Approvals History:

Version 2: 25/09/2025 – Reviewed (G Tawy, S Wilkinson, P Withnall) and changes made to reflect the introduction of member Keyholders.