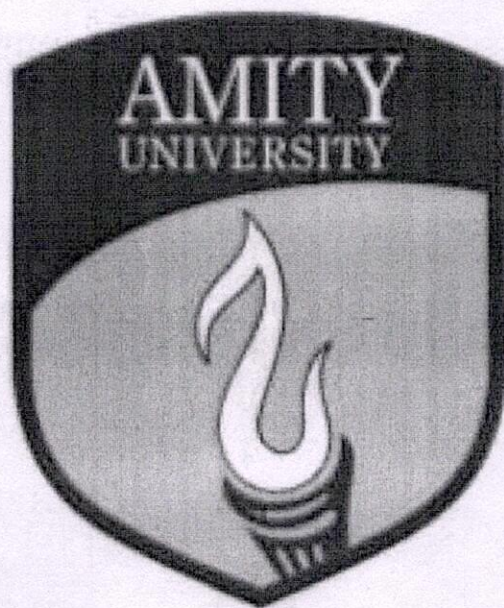# AMITY UNIVERSITY MADHYA PRADESH

Public Access to Libraries Policy
(Total 05 pages)

Ref: AUMP/RO/2023/44(a)   **Date: 31 Jan, 2023**

Policy Guideline on Public Access to Libraries

1. Introduction

1.1. Purpose

The purpose of this policy is to provide a structured framework for managing public access to university libraries. This guideline ensures that libraries remain open and accessible to the public for educational and research purposes while safeguarding resources, ensuring a conducive learning environment, and protecting the safety and privacy of all users.

1.2. Scope

This policy applies to all university libraries and governs access for members of the general public, external researchers, visiting scholars, alumni, and other non-university-affiliated individuals. It also covers the responsibilities of university staff, students, and library personnel in managing public access to these facilities.

2. Policy Objectives

The primary objectives of this policy are:

Promote Accessibility: Ensure that the university's library facilities are accessible to the public, supporting educational, research, and community engagement activities.

Protect Library Resources: Safeguard the university's library materials, equipment, and spaces from damage, theft, or misuse.

Maintain an Academic Environment: Ensure that public access does not interfere with the core academic functions of the library, such as study, research, and teaching support.

Encourage Lifelong Learning: Promote the use of library resources by the broader community to support lifelong learning and cultural development.

Balance Public and Institutional Needs: Ensure that public access aligns with the needs of the university's students, staff, and faculty, who retain primary access rights.

3. Guiding Principles

The following principles will guide the implementation of public access to university libraries:

3.1. Open Access to Public Areas

The general public may access designated public areas of the library, such as the lobby, exhibition spaces, public reading rooms, and community engagement areas during regular operating hours. Public access to collections, archives, or special research areas may require prior approval or registration.

3.2. Registration and Identification

All members of the public seeking to use library resources must register at the library entrance. Identification, such as a government-issued ID, may be required. Temporary library access cards or visitor passes will be issued and must be displayed at all times while in the library.

3.3. Resource Usage and Borrowing Privileges

Public users may have access to physical library resources such as books, journals, and multimedia materials, but borrowing privileges may be limited to university students, faculty, and staff unless special permissions or external memberships are granted. Public users may use in-library resources, such as computers, printers, and other equipment, subject to availability and priority being given to university users.

3.4. Protection of Library Materials

The public must adhere to library rules regarding the handling, use, and care of library materials, especially rare or valuable collections. Theft, vandalism, or damage to library property will result in immediate removal and potential legal action.

3.5. Respect for Academic Environment

Visitors must respect the academic nature of the library and maintain a quiet, focused atmosphere conducive to study and research. Disruptive behavior, excessive noise, or misuse of library spaces will result in removal from the premises.

3.6. Digital and Online Access

Public access to the library's digital resources (e.g., online databases, e-books, and journals) may be restricted based on licensing agreements with content providers. However, public users may use on-site computers to access specific digital resources, as permitted by licensing terms. External users are encouraged to explore the library's open-access collections and materials made available for the general public.

3.7. Special Access Requests

Access to restricted sections such as archives, special collections, or research-only materials will be granted on a case-by-case basis. External researchers must submit a request in advance, detailing their research purposes and the specific resources they need to access. Visiting scholars or researchers from other institutions may be granted temporary access privileges in collaboration with their host department or institution.

4. Programs Supporting Public Access to Libraries

The university is committed to engaging the community and supporting public access to its libraries. The following programs and services will be in place to support this goal:

4.1. Community Library Membership Program

A membership program will be available for members of the public, alumni, and external researchers, offering them extended access to library resources and borrowing privileges for a nominal fee. Members of this program may have access to specific library materials, study areas, and event participation privileges.

4.2. Open House and Library Tours

The library will organize regular open house days and guided tours for the general public, providing opportunities to explore the library's collections, exhibits, and services. These tours may include special presentations on the history, development, and unique offerings of the university library system.

4.3. Public Lectures and Workshops

Public lectures, workshops, and educational programs will be offered by library staff and guest speakers to encourage community engagement with library resources. These programs will focus on literacy, research skills, digital resource use, and other educational topics relevant to both academic and public audiences.

4.4. Inter Campus Research Support

The library will provide external researchers and scholars with support services from Inter Campus Research Support, including research consultations, resource access, and collaboration with Inter University librarians. This support is intended to foster scholarly collaboration and enable the university to contribute to broader academic and intellectual communities.

4.5. Digital Literacy and Public Technology Access

The library will offer digital literacy programs and provide access to technology resources, such as computers and multimedia equipment, for public users, subject to availability. Programs aimed at improving digital literacy and research skills will be made available to the public, particularly for underserved or marginalized community members.

5. Conclusion

This policy outlines the university's commitment to providing public access to its library facilities while maintaining the security and integrity of its resources. By fostering a welcoming and inclusive atmosphere for the public, the university seeks to promote lifelong learning, community engagement, and the broader dissemination of knowledge.

The success of this policy will depend on the cooperation of library staff, university personnel, and visitors. Regular reviews and updates to the policy will ensure that it remains aligned with the needs

of the university community and the public it serves.

This policy will be regularly reviewed and updated to reflect new developments in university sustainability goals.

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