## Cardiff University Library Service logo

# Visiting Cardiff University libraries: information for teachers

We look forward to welcoming you at our Libraries.

To help you get the most out of your visit, here is some practical information and an outline of the conditions of your visit.

## Preparing for your visit

Which library do you want to visit? Check our [locations and opening hours](http://www.cardiff.ac.uk/libraries/locations-opening-hours) pages so see which library holds the collections for the subject area you are interested in.

Encourage your students to check our library catalogue, [LibrarySearch](https://librarysearch.cardiff.ac.uk), in advance to find books on their subject. You can find help with using LibrarySearch on our [webpages](http://www.cardiff.ac.uk/libraries/services-and-support/borrowing-books/searching-our-collections).

For more information on our Libraries and the services available for visitors, please see [‘Welcome to Cardiff University Libraries: a guide for Visitors’](https://xerte.cardiff.ac.uk/play_4102).

### Insurance

For information about the University’s Employer Liability Insurance see: <https://www.cardiff.ac.uk/public-information/policies-and-procedures/employers-liability>

### Safeguarding

Library spaces will be used by Cardiff University staff and students aged 18 and above, as well as members of the public.

Cardiff University takes the safeguarding of children and vulnerable people very seriously. If you have concerns about the conduct of staff or students during a visit, please contact our safeguarding officer, Annette Seeley (SeeleyAM1@cardiff.ac.uk)

### Accessibility

General advice on accessing our Libraries is available at the bottom of the [location information page](https://www.cardiff.ac.uk/libraries/locations-opening-hours) for each Library.

If a member of your group has specific access needs and you would like to discuss in confidence how we can enable them to access our collections and facilities, please contact the Library’s lead for Equality, Diversity and Inclusion, Victoria Stallard (StallardV@cardiff.ac.uk)

### Discrimination

Cardiff University is committed to supporting, developing and promoting equality and diversity. Read our [Equality and Diversity Policy](https://www.cardiff.ac.uk/public-information/equality-and-diversity)

### Health and safety

Most library spaces are open to the general public, students and staff. Not all library spaces are supervised.

While we take every care to ensure your visit to Cardiff University is safe, **please follow your school’s own Health and Safety Policy** during your visit and **ensure that you have obtained appropriate consent.**

Cardiff University has undertaken a risk assessment which is available on request.

## During your visit

All group members must be accompanied by a teacher and remain the responsibility of the school during their visit.

We have a variety of study spaces in our libraries ranging from group study/collaborative to silent study areas. Each zone is clearly marked. To minimise disruption to other library users, please observe these signs.

Groups must not:

* Behave in an offensive or unreasonable manner
* Disrupt the study of students or other library users
* Enter areas which are closed to the public
* Damage Cardiff University property.

Lidded drinks and cold food may be brought into most of our libraries. However, visitors must not bring any food, drink (including water), coats and bags into the Special Collections and Archives Reading Room. Lockers are provided.

Cardiff University Libraries reserve the right to ask groups or individuals to leave the University Estate for any reason they see fit. Where required, staff will contact the University Security Service to escort groups off site.

[Library Regulations](https://www.cardiff.ac.uk/public-information/policies-and-procedures/library-regulations)

### Wi-Fi access

Unfortunately, we are currently unable to offer wi-fi to visitors who are not members of UK higher education institutions.

### Use of online library resources

Workshop participants are likely to encounter some of our many diverse electronic resources during their session. Whilst they are encouraged to explore and make use of them during the workshop, downloading of content from our licensed resources (e.g. journal articles and online book chapters) is forbidden by our licensing agreements.

Any group found to be downloading copyrighted resources in contravention of our licensing agreements (for example onto a USB stick or to email off site) may be asked to leave our premises. Their suitability for future visits will be reviewed.

### Emergency evacuation and first aid

On arrival, you will be given relevant information on emergency evaluation and first aid procedures.

### Photography

To ensure their privacy, please do not take photos of other library users.

Cardiff University Library Service will seek consent if an occasion arises where we would like to take photos of your visit.

## Contact and further information

You can find more information on our [webpages](https://www.cardiff.ac.uk/libraries/outreach/sixth-form-and-further-education) for schools and in our ‘[Welcome to the library for Visitors](https://xerte.cardiff.ac.uk/play_4102)’ tutorial.

For further information, please contact:

Librarytraining@cardiff.ac.uk

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