

# Lucy Cavendish College Library

## Access Policy

Access to the College Library for use of study areas, consulting the collections and borrowing from the open-access collections is given to the following:

- current Undergraduate Students
- current Graduate Students
- current Fellows (all categories), Research Associates and Visiting Scholars

At all times, priority access to books and to study space in the Library will be given to current students.

Members of College staff are welcome to use the Library, and may borrow library books.

Others associated with the College, including Alumnae and Lucy Cavendish Associates, are also very welcome to visit the Library within staff working hours, by prior arrangement with the Librarian.

A student from another College who is in residence at Lucy Cavendish College may apply to use the College Library, and this application will be considered by the Senior Tutor.

Members of other University of Cambridge colleges may make an appointment with the Librarian to consult material at Lucy Cavendish College Library if the material is not available in other libraries in the University. Current students and Fellows can book the Group Study Room in the Library for group study and, during staff working hours, these groups may include members of other Cambridge colleges. In this case, the person making the booking is responsible for ensuring that their guests receive and wear a visitor's badge upon entering and exit the Library safely when group study has finished.

External researchers may make an appointment with the Librarian to consult Special Collections in the Library during staff working hours.

Staff working hours are generally Monday-Friday, 9.30am-1pm, 2pm-5pm. Please contact us to make an appointment ahead of your visit so that we can ensure a member of Library staff is available. Please email [library@lucy.cam.ac.uk](mailto:library@lucy.cam.ac.uk) or phone 01223 332183 or 766984.

The Council reserves the right to withdraw access to the College Library at any time.

**May 2021**