



**Kellogg College**  
University of Oxford

## **Access to Kellogg College Library**

Kellogg College Library exists for current members of the College, though access may be granted to others from time to time. The policy for access is set out below.

### **A. College Members**

1. *Full access* is normally restricted, for practical and security reasons agreed with the Domestic Bursary, to the following categories of College member, who routinely have University Cards which give them access to the main College buildings.

- Current students
- Current Staff
- Official Fellows
- Supernumerary Fellows
- Emeritus Fellows
- Junior Research Fellows
- Research Fellows
- Senior Research Fellows
- Associate Members of College

2. *Limited Access*. The following categories of College member may be provided with access during Reception hours, by prior appointment (so that Domestic Bursary can arrange day access cards). In exceptional circumstances, subject to the agreement of the Domestic Bursary to provide suitable cards, such College members may be granted full access.

- Visiting Fellows
- Honorary Fellows

3. *Exceptional Access*. The following categories of College member do not normally have access to the Library, though requests to the Fellow Librarian, accompanied by a brief explanation of why access is needed, will be treated on a case-by-case basis.

- Research Members of Common Room
- Common Room Members
- Alumni

### **B. Non-College Members**

In addition to College members, others may request access to the Library during Reception hours, by prior appointment:

- *Major library donors* (defined pragmatically as those listed on the library donor board)
- *Members of the collegiate university*: in common with all other Colleges, Kellogg allows members of the collegiate university access to its library where it holds the only copy of an item within the university system.
- *Anyone else who can show good cause* - i.e. specific need to use the particular collections in Kellogg – and provide satisfactory evidence of trustworthiness (which may include a reference).

**All requests for access should be made to the Fellow Librarian, whose decision is final.**

Fellow Librarian  
22 February 2018 (*version 2*)