

**All Saints Library
Building Access & Security
Management Strategy
July 2023**

Overview

The purpose of this document is to detail the access and security management of Manchester Metropolitan University's new library building. This report will detail operational hours, access to the building by members of the university (students and staff) and members of the public and CCTV arrangements. The effective access and security management arrangements of such a building is crucial to its long-term success for all users of the building.

1. Opening hours

The current proposed opening hours of the library building are based on the following principles:

Early September to late June opening hours as follows:

- All areas of the library will likely be open 24 hours a day, 7 days a week. This is inclusive of the Christmas holidays and all bank holidays.
- The exception to this is first floor special collections reading room, the ground floor gallery and ground floor Poetry Library. Opening hours are to be confirmed but likely to be open 9am to 5 or 7pm (evening opening twice a week), 5 - 7 days a week. There will be some evenings where these facilities will be open for special events.

Late June to early September opening hours as follows:

- All areas of the library will be open Monday to Friday from 9am until 10pm.
- All areas of the library will be open Saturday and Sunday from 10am until 7pm.
- The exception to this is first floor special collections reading room, the ground floor gallery and ground floor Poetry Library, which will be open 9am to 5 or 7pm (evening opening twice a week), 5 - 7 days a week. There will be some evenings where these facilities will be open for special events.

2. Campus Security and Library Staffing

The library building will be staffed by MMU Library & Cultural Services staff during the day time and staffed by MMU Campus Security during the evenings (and throughout the night

where applicable). Campus Security will also cover bank holidays and the Christmas closure period.

3. Secure Access

The ground floor of the library will be open and accessible to all MMU staff, MMU students and members of the public, as per the above opening hours. This is in line with the access arrangements for many of the existing MMU buildings throughout the campus.

A reception desk will be located just through the main entrance, that will be staffed likely be staffed between 9am and 5pm Monday to Friday.

On the first floor of the library security gates provide access control which will restrict access to the rest of the building. Only MMU staff and students with MMU ID cards and registered visitors will be able to pass through the speed gates and access the rest of the library building.

The security gates will be located beside a library information desk, which will be staffed throughout opening hours by either Library and Cultural Services staff or MMU Campus Security (see 2, above).

All lifts do not stop on the ground floor and can only be accessed from the first floor once MMU staff or students have passed through the first floor security gates. The exception to this is the accessible lift on the ground floor and which only stops on the first floor, before entry to the rest of the library via the security gates.

Every evening, all ground floor access doors will be locked and access to the ground floor of the library will be restricted to only MMU staff and students. A MMU ID card will be required to gain entry to the building as follows:

Early September to late June:

- Monday to Friday, from 8pm until 9am
- Saturday and Sunday, from 5pm until 9am

Late June to early September:

- Monday to Friday, from 8pm until 10pm (no access after this time as the building is closed overnight)
- Saturday and Sunday, from 5pm until 7pm (no access after this time as the building is closed overnight)

During these hours Campus Security will have a presence on the ground floor to ensure a safe and secure environment is maintained.

4. CCTV

CCTV is in operation throughout the MMU's campus and the whole library building will be covered by CCTV cameras, both internally and externally. Cameras will be located in prominent and critical locations to provide maximum coverage.

MMU Campus Security will monitor and record the CCTV camera feed, which will be located in the Campus Security office. Campus Security staff members regularly patrol the campus and the buildings within campus throughout the day and night.

5. Events

Occasionally, the ground floor space will be used for events, such as university open days or exhibitions, and will be primarily focused on MMU students and staff. However, members of the public will have access to these events. After hours, members of the public will need to be signed into the space.

6. Smoking

There is no designated smoking area associated with the building as the university campus has a no smoking policy. Waste bins around campus have cigarette butt and ash trays.

7. Post / Deliveries

Limited post is expected to arrive at the building. If it does, it will be handed to the reception host who will ensure it is received by the appropriate person, or refuse acceptance, as necessary.