Manchester Metropolitan University

All Saints Library

Building Access & Security

Management Strategy

November 2025

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 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 to staff and students 24 hours a day, 7 days a week. This is inclusive of the Christmas holidays and all bank holidays.
- The exception to this is the fourth floor special collections reading room. Opening hours are to be confirmed but likely to be open 9am to 5pm or 7pm (evening opening twice a week), 5 - 7 days a week. There will be some evenings where this facility will be open for special events.

Late June to early September opening hours as follows:

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

2. Campus Security and Library Staffing

The library building will be staffed by Man Met Library & Cultural Services staff during the day time and staffed by Man Met 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 library will be open and accessible to all Man Met staff, Man Met students, as per the above opening hours. This is in line with the access arrangements for many of the existing Man Met buildings throughout the campus.

A reception desk will be located just through the main entrance, that will be staffed between 9am and 5pm Monday to Friday. Security gates located at the main entrance provide access control which will restrict access to the building. Only Man Met staff and students with Man Met ID cards and registered visitors will be able to pass through the speed gates and access the library building.

The security gates will be staffed throughout opening hours by either Library and Cultural Services staff or Man Met Campus Security (see 2, above).

All lifts can only be accessed from the ground floor once Man Met staff or students have passed through the security gates.

Every evening, a Man Met 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 Man Met'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.

Man Met Campus Security will monitor and record the CCTV camera feed. CCTV camera feeds will be monitored by Man Met Campus Security located at the ground floor reception

of the library and also in the central 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 may be used for events, such as university open days or exhibitions, and will be primarily focused on Man Met students and staff and members of the public may have access to these events.

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.