Library and Members' Hub Terms of Use

1. Acceptance of Terms

By using the services provided by the Library and Members' Hub (Hub), you are agreeing to comply with and be bound by the following terms of use.

2. Facilities available

Our aim is to offer a pleasant environment for study, work and research related to engineering. The facilities include:

- Free Wi-Fi
- Comfortable seating areas
- Dedicated desks for work and study with USB chargers & sockets
- Collaborative space for ad-hoc meetings
- Wireless printing facilities
- Scanner/Copier
- Complimentary self-service tea, coffee and water
- Library and archive team available for enquiries and research
- Access to over fifteen engineering databases
- Computers with Microsoft Office and internet access
- Library and archive services
- Headphones, or a standard-size computer screen upon request

Please note that bookable meeting rooms are not offered in the Hub, but ad-hoc meeting areas are available on a first-come, first served basis.

Member meeting rooms are available on the lower ground floor and can be booked up to 60 days in advance. Please contact membersmeetingrooms@IMECHE.org

Private meeting facilities can be booked at One Birdcage Walk and members receive a 25% discount: onebirdcagewalk@imeche.org

3. Access and usage

To use the Hub, membership with the Institution of Mechanical Engineers is required. All visitors both, both members and non-members, must sign in at reception. Non-members are allowed access under specific conditions outlined in this section.

1   If they make an appointment to visit the Library or Archive for reference purposes. Contact library@imeche.org or archive@imeche.org
2   If they are attending an event at One Birdcage Walk
3   If they are a member of an Institution which the library has a reciprocal agreement (IMarEST, IStructE, IOM3, IET, ICE, RaeS, Energy Institute)

4   If they are attending a meeting with a member. (A member may admit guests) A member is responsible for their guests and should accompany them.

4. Opening Times

The Hub is open from 9.30 am to 5pm Monday to Friday. Occasional closure days occur for events; check our **website** for updates.

5. Food and Drink

Complimentary self-service tea, coffee and water are available. Users can bring in their own food and snacks, excluding hot food. Consumption of food and drink is not allowed at the Archive Research desk within the Library Office area.

6. Conference and Phone calls

Phones should be set to silent. While mobile calls are allowed, users must respect privacy and be considerate of others whilst making calls. Co-working and online conference calls are permitted, but users should use headphones and keep their voice at an acceptable volume. Headphones can be provided on request.

7. Cameras, Photocopier and Printer/Scanner

A self-service copier is available, at 5p per A4 page. The use of digital cameras without flash for non-commercial copying is permitted. At all times users must comply with copyright law when reproducing materials. Complimentary printing and scanning are available from the wireless members' printer.

8. Internet, data protection and computers

Complimentary Wi-Fi is available, and sign-in details can be found on each desk. A variety of library and archive e-resources are accessible, some are restricted to members only. Users must adhere to copyright and database restrictions while using these materials.

Computers are available for use by members and visitors. Users must adhere to the Data Protection Act to safeguard personal information. This includes not leaving personal data accessible on computers, desks, or the printer/scanner.

We retain the right to withdraw computer services from any user without warning if the services are used disruptively or for inappropriate purposes. Disruption encompasses activities such as the distribution of unsolicited advertising, the propagation of computer worms or viruses, software piracy, copyright violation, and attempts to make unauthorized access to any computer system. Inappropriate purposes include using the services to access adult-themed websites, encouraging anti-social behaviour, or engaging in any activity deemed illegal or offensive. Users of public terminals are

prohibited from adding, deleting, or modifying existing hardware or software, and they must not leave any files saved on the terminals after use.

9. Security

Members and their guests must comply with the security arrangements in force throughout One Birdcage Walk. All visitors must sign-in at reception and always wear an identification badge. Users are responsible for the security of their personal belongings, and the Hub is not liable for any lost or stolen items.

10. Fire Instruction

Fire instructions and fire escape routes are displayed at the Hub entrance. Fire exits and escape routes must not be obstructed.

Smoking, including the use of e-cigarettes, is not permitted in the Hub or any part of the One Birdcage Walk building.

11. First Aid

A duty first aider can be contacted through the Library Office or Reception.

12. Conduct

Users are expected to conduct themselves in a respectful and considerate manner. Disruptive behaviour, harassment, or any activity which interferes with the use and enjoyment of the Hub by others is prohibited. The Hub reserves the right to withdraw access to anyone who violates these terms of use or engages in any inappropriate behaviour.

13. Archive/Library Materials

Archive researchers must adhere to the **Archive Reader Guidelines** and make an appointment to view items. Holdings can by checked by searching the **archive catalogue** For library items, check the **library catalogue** to find items that are held. Accessing online items requires IMechE website credentials, and library books can be loaned and returned via the post.

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