

Carlow College, St Patrick's (CCSP) Library - External Reader Card Application

Persons who are not registered as students or staff of Carlow College, St. Patrick's **MAY** be considered for External Reader Access to the Library for research or study purposes.

- Access generally includes CCSP alumni, registered students and staff of other institutions and members of the public.
- Primary and/or secondary school students are not permitted to use the library as External Readers.
- The primary purpose of the library is to serve the academic and research needs of CCSP students and staff. It is not permitted to use the library as a place of work or as a remote working location.
- Applications can be made [online](#) or in person at the Library Desk.

Guidelines for External Readers:

- External Readers have access to library study spaces, library materials and reference books only.
- External Readers are subject to the same rules and regulations as CCSP students and staff: See [Library Admission and User Services Policy](#).
- External Reader Library cards are non-transferable and can only be used by the person to whom the card is issued.
- External Readers from other institutions are required to have a letter of introduction from their home institution confirming their registration and standing.
- External Reader cards are issued on a temporary basis and for a maximum duration of the academic year in which admission to the library is sought.
- Automated entry is in operation throughout the college campus. The College building and college car parks may only be accessed with the appropriate External Reader Card.

External Readers **do not have** access to:

- Library electronic resources or borrowing privileges
- Computer or printing/photocopying/scanning facilities
- Bookable spaces such as Group Study Rooms
- College WiFi. WiFi is only available to students and staff of CCSP and those of other institutions that have access to the Eduroam network.

Application Procedure:

1. Application Submission

- To request temporary External Reader access to the Library of CCSP, applicants must complete the External Reader Application Form.
- The form is available online or at the library desk.
- The completed form can be submitted via email to librarycc@carlowcollege.ie or in person at the library desk.

2. Application Review and Decision

- Library staff will assess the application based on eligibility criteria, including academic/research need and library capacity. This process may take up to 5 working days.
- Once the application is reviewed and approved, the applicant will receive a confirmation email with further instruction from librarycc@carlowcollege.ie.

3. Identity Verification and Fee Payment

- After receiving approval, applicants must present themselves at College Reception to complete the verification process.
- The following documents must be provided:
 - Official photo ID (e.g. passport or driver's licence). The name on the official ID presented must match the name on the External Reader Application Form.
 - Proof of address (e.g. utility bill, bank statement).
 - Appropriate fee for External Reader access.
- Once the verification process is completed, the applicant will be issued with an External Reader Card granting access, as outlined above, to the library.

4. Access and Opening Hours

- College Reception Hours: Monday to Friday, 9:00am - 5:00pm.
- Library Semester Hours: Monday to Thursday: 8:30am - 8:30pm
Friday: 8:30am - 5:30pm.
- Library Summer Hours: Monday to Friday, 9:00am - 5:00pm.

5. Additional Information

- For further assistance, applicants can contact the library services desk at librarycc@carlowcollege.ie.

6. Data Protection

CCSP uses your personal data to administer our relationship with you. Your data is kept safe and secure and handled in accordance with our Data Protection Policy. Information about our data protection policies and procedures, including your rights, are available on our website: <https://carlowcollege.ie/about/leadership-structure/data-protection/privacy-notice-and-policies/>