

UNIVERSITY OF THE WEST INDIES
MONA CAMPUS, JAMAICA, WEST INDIES

THE LIBRARY

GUIDELINES FOR ACCESS TO EXTERNAL USERS

It is the policy of the UWI to grant researches who are not current students or staff of the Mona Campus short term access to its Library collections.

CATEGORIES OF EXTERNAL USERS

Users wishing to access the UWI Library resources would normally belong to one of the following categories:

1. UWI Alumni Association current members
2. Students/Staff of Norman Manley Law School
3. Faculty of affiliated Institutions
4. Students of Special International Group Programmes
5. Visiting students, faculty of regional and international universities
6. Students of secondary schools
7. Students of non-affiliated institutions by arrangement
8. Staff- Government Ministries /Agencies; NGOs or foreign embassies/missions
9. Specially negotiated arrangements for corporate groups
10. Individuals pursuing private scholarly research
11. Non UWI researchers working with UWI staff/students in research projects

LIBRARY FACILITIES REFER TO THE FOLLOWING:

- The non-licensed resources
- The general collections only except in extraordinary circumstances where the Campus Librarian may determine the merit of a request and provide access with safeguards to other collections

WITDRAWAL OF ACCESS

- Provisional privileges to external users may be withdrawn for any abuse of the Library's resources and/or staff and persistent abuse by any collectively identifiable group
- The Library reserves the right to withdraw access to external users at any time and for any reason it chooses so to do.

PRIVILEGES BY CATEGORIES OF USER

CATEGORIES	FREE	FEE-BASED	READING & REF.	BORROWING	PERIOD/CONDITIONS
UWI Alumni Association Current Members	√	NONE	√	-	Duration of Alumni membership. Renewable with valid UWI. Alumni membership ID card
Students/staff of Norman Manley Law School	√	NONE	√	-	Duration of course. List of names supplied by institution.
Faculty of Affiliated Institutions, e.g. UTC, St. Michael's etc.		J\$25,000 per annum per institution	√	-	
Students of Special International Group Programmes		Up to 8 weeks US\$100.00 per student; Over 8 weeks US\$250.00 per student.	√	-	Duration of course
Visiting students, faculty of regional and international universities (non-UWI)		<i>For up to 2 weeks – J\$4,500.00/US\$50</i> <i>3 weeks to 1 month J\$9,000.00/US\$100.00</i> <i>1 month to 1 semester J\$20,000.00/US\$250.00</i> <i>2 semesters to 1 year J\$50,000.00/US\$600.00</i>	√	-	On presentation of valid ID from their university, or other identification e.g., letter from faculty or department.
Students of non-affiliated local institutions by arrangement		J\$1000.00 per day	√	-	Complete application form.
Staff -- Government ministries/agencies, NGOs		J\$1,000.00 per day	√	-	Letter from organization.
Foreign embassies/missions		US\$100.00 per week per individual	√	-	Letter from Embassy/Mission
Specially negotiated arrangements for corporate groups		2 weeks US\$100.00 per individual 1 month US\$200.00 per individual 3-6 months US\$450.00 per individual 6 months - 1 year US\$750.00 per individual	√	-	Letter from organization.
Students of Secondary Schools		J\$50.00 per day	√	-	During summer vacation (otherwise by special arrangements b/w school librarian/Principal and Campus Librarian).
Individuals pursuing private scholarly research		J\$1500.00 per day		-	Complete application form.
Non UWI researchers working with UWI staff/students in research projects	√	NONE	√	-	On presentation of a valid ID and letter from a UWI Dean or Head of Department.