To: ADMIRE

From: Jon Thomas

Date: November 22, 2005

Subject: Access to the Gardner Stacks

The working group on stack access, Simon Bockie, Susana Hinojosa and Jonathan Thomas, was asked by ADMIRE to examine the current policy and practices on stack access, as well as the current forms and documentation. We reviewed these materials, suggested revisions and DMAG has agreed to the revisions and clarifications below. The Library's access policy has not changed. The guidelines outlined below are for possible exceptions to allow discretion in permitting stack access.

• Non-UC patrons under 18 years of age.

Patrons under 18 should not be admitted to the Gardner Stacks, unless the reference person on duty decides that the person's research needs can be met *only* by materials located in the Gardner Stacks.

- UCB faculty, student and staff access when accompanied by a child.
  UCB faculty, students and staff are permitted to bring their children into the Gardner Stacks, if in the opinion of the reference person on duty, their presence would not create a disturbance or interfere with the research or the study of other patrons in the stacks.
- UC Berkeley student accompanied by parents. UCB students who wish to show their parents the Gardner Stacks may have passes issued to their accompanying family members.
- Library patrons accompanied by an assistant. Library patrons who need an assistant to do research, can have a pass issued to the requestor and to the assistant.
- Access to Moffitt for a title held only at Moffitt.

  Reference staff can issue a pass for access to Moffitt, if the Moffitt copy of a title is the only copy held by the Library. The reference staff member should direct these patrons to enter via the Gardner Stacks.
- Prospective UC Berkeley students. Reference staff can issue passes to patrons who identify themselves as prospective UC Berkeley students.

• Consolidating documentation.

Jonathan and Imani will consolidate all documentation related to stack access and make it available at the Doe Reference Desk.

• Forms.

The reference card application and Gardner one day stack pass form will be simplified.

• Statistics.

Statistics will be distributed to Doe/Moffitt reference staff on a monthly basis. These statistics will show the distribution of stack passes for the previous month. Jonathan will tally and distribute the statistics.

cc: Doe/Moffitt Instructional Services Doe/Moffitt Circulation Services Doe/Moffitt Security