

THE LEEDS LIBRARY MEMBERS' GUIDE





You've joined a community of readers and writers who have been inspired not only by our historical collection, but also by our up-to-date library of modern fiction, travel books, biographies, history and other non-fiction, totalling more than 140,000 items. As a Member you can also access daily newspapers, magazines, films on DVD and Blu-ray, music CDs, and a variety of online resources, academic journals and databases.

WELCOME HOME

And as a Member you have access to the many events and Members-only clubs that we host.

The staff at the Leeds Library are here to help you, and the friendly and personal service they offer means you are never far from the right information, or your next great read. Please talk to the staff to make sure you are getting the best out of your membership.

In this booklet you will find an A-Z of information to help you, but if you have a question about something that is not covered here, please ask any member of staff.

We are always interested in hearing your comments on the things we are getting right and, more importantly, where improvements could be made. If you have any feedback or comments on any aspect of the Library's operations, please speak to any member of staff or fill in a suggestion form at the Counter.

Thank you again for joining our community and I hope that you will be inspired by everything you find here.

Jane Riley
The Librarian

Monday – Wednesday

10.00 – 18.00

Thursday

10.00 – 19.00

Friday

10.00 – 17.00

Saturday

10.00 – 16.00

Sunday

Closed

There will be days when the Library is closed due to special circumstances such as filming commitments, weddings, conferences etc. We will endeavour to give Members as much notice as possible when this is going to happen. Similarly, there will be days when certain rooms are closed for events, meetings etc. Again, we will give as much notice of this as is possible.





CONTACT US

0113 2453071

General enquiries:

enquiries@theleedslibrary.org.uk

Books, loans etc.:

counter@theleedslibrary.org.uk

You can contact the Library by telephoning the number above. This is our main telephone number, and a member of staff will then direct your call to the most relevant member of the team.

The Library has two generic email addresses, one for general enquiries, and one for books, loans, renewals, etc.

THE LEEDS LIBRARY:

AN A TO Z

Accessibility

Our building has a stair lift from the foyer to the Library on the first floor but no lift. If you are able to transfer from a wheelchair onto the stair lift seat, we can carry your wheelchair upstairs if it's possible. Our toilets do not have step-free access and there is no disabled toilet. We welcome assistance dogs and assistance dogs-in-training, and we offer free access for carers accompanying Library Members.

Annual General Meeting (AGM)

All Members are invited to attend our AGM which usually takes place in June. Details will be emailed to you and placed on our website and in the Library.

Archive

An archive of documents relating to the history of the Leeds Library is maintained. These include printed catalogues of our early collections, minute books, Membership share registers, book purchase records, building plans, correspondence, and accounting records. Some of these date back to the very early days of the Library. From the late 19th century, records of borrowing also survive. A small selection from our archive has been digitised, and can be viewed on our website: <https://www.theleedslibrary.org.uk/library-information/archive/>

Basement

Members are welcome to visit the basement, but please be aware that access is via a staircase only and is not suitable for Members with mobility issues. If there is an item you wish to retrieve from the basement and you are unable to access it yourself, please speak to the staff. We ask Members visiting the basement to sign in and out at the Counter. Some of our historical collection may be dusty and can cause marks on clothing and hands, so please bear this in mind when retrieving such items from the shelves. Please also be mindful of your safety and that of others when moving the rolling stacks, and do ask a member of staff for help if necessary.

Borrowing terms

'In Demand' items (with an orange or green sticker) can be borrowed for three weeks, as can magazines, journals, DVDs, CDs and talking books. All other items (with a white label) which are less than 100 years old, can be borrowed for 12 weeks.

Borrowing limits

There are different borrowing limits for different categories of Membership. This will have been outlined to you when you joined. For more information, please refer to [Membership - The Leeds Library](#) on our website.

Catalogue

The Library catalogue is available to all and can be accessed as follows:

<https://leedsl.cirqaosting.com/HeritageScripts/Hapi.dll/search1?>

In the library

Please use one of the PCs in the New Room to search the catalogue.

Laminated help sheets can be found on the desk next to the PC.

Alternatively, ask a member of staff for assistance.

From home

Anyone can browse our catalogue online, but when you join the Library, we set you up with a borrowing record and an online account on our circulation system Heritage. This allows you to use your unique Membership number and P.I.N. to access the catalogue and browse the collection, reserve items, renew items (if not already overdue or requested by another Member) and cancel reservations. The guide [Logging into Heritage Online - The Leeds Library Catalogue](#) will help you with this.

CCTV

The Leeds Library uses closed circuit television (CCTV) for the prevention, identification and reduction of crime and to monitor the Library building in order to provide a safe and secure environment for staff, Members and visitors, and to prevent the loss or damage to Library property. The system comprises 11 fixed cameras. All cameras will record visual feed only except for in the foyer, which will also record audio. The Library's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act. This policy outlines the Library's use of CCTV and how it complies with the Act:

https://www.theleedslibrary.org.uk/wp-content/uploads/2023/11/CCTV_policy_APRIL_2022.pdf

Closing time

Members should be ready to leave at the time the library closes, and take any items they wish to borrow to the counter shortly before closing time.

Communications

When you joined you will have been asked to specify how you wish to receive communications from us. To help the library save money, the quickest and most cost-effective way is by email, so if you can receive communications by this method, please inform the staff. You can opt out at any time. Your email address will be saved on Heritage, our Membership contact list and Mail Chimp. We will never share emails with any third parties.

Contact details

We endeavour to keep our records as accurate and up to date as possible. You can help us to do this by notifying us of any change of address, telephone number or email address. You can do this in person, or via telephone or email.

Donating books

As space is at a premium, book donations must meet certain criteria, such as enhancing the collection or making up a set, so we ask that you speak to the Librarian before making any donation. Each donation is assessed on its own merit by the Librarian. We do however hold regular book sales and donations of books, DVDs and other items would be gratefully received for those, so do look out for our requests.

Door cards

Members can access the library during opening hours by tapping their door card on the front of the black intercom to the right of the main door. Please speak to someone on the counter to be issued with your door card. Door cards may be replaced at a cost of £5 - this is the cost of the card to the library.

Emergency exits

In case of a fire or emergency evacuation, the alarm will sound. If you are in the Main Room of the library, please make your way down the stairs, through the foyer and assemble outside Leeds Building Society opposite. If you are in the New Room, please access the fire escape at the top of the basement stairs and assemble at Leeds Building Society. If you are in the basement, please go through the "staff only" plastic curtained doorways to the steps which will bring you up to foyer level, or to the fire escape at the top of the basement stairs if closer. All fire escapes are clearly marked. Members of staff will be on hand to help with evacuations.

Events

We have a lively events programme with Members only events, including 3 book clubs, a film club, craft club and regular quizzes, alongside literary events, theatre, and poetry performances. All events are advertised on our website and on Eventbrite and flyers at the Counter will give more information.

Finding a book

Fiction books are shelved alphabetically by author surname, and the modern non-fiction is shelved using the Dewey classification system. Pre 1950 non-fiction is shelved using the Library's unique classification system. Please ask a member of the Library Services team if you need assistance in finding a book. You can find a copy of the Dewey classification system, and the library's historic classification system, on our website, under Members Area, Policies and documents. <https://www.theleedslibrary.org.uk/members-area/policies/>

Food and drink

We have a dedicated Coffee Corner in our Main Room where we have facilities for making hot drinks and cordial for a small charge and free cold filtered water. We also have a selection of biscuits and cakes and Members can bring in cold food. All prices are listed in Coffee Corner and all refreshments must be paid for at the counter. Drinks cards are available to purchase from the Counter. Food and drinks can be consumed anywhere in the Main Room, but we do ask Members not to walk about in the stacks with hot drinks. We allow drinks to be consumed elsewhere in the Library, but again we ask you to take care when walking about with hot beverages. Please report any spillages to the Caretaker or Library Services team.

Gift membership

Membership of The Leeds Library is the perfect gift for anyone who loves books and reading. Recipients will receive a beautiful, handwritten gift card and welcome letter. We can post this to you or send it to your recipient directly. To purchase a Gift Membership, simply speak to a member of staff or choose the required membership type from the page on our website: <https://www.theleedslibrary.org.uk/Membership/gift-Membership/Us>

Guests

Members may bring up to two guests into the Library for a short visit at the discretion of the Librarian. Members must accompany their guests at all times, and we ask that they sign the Visitors' Book.

Ladders

Members must not act in ways that endanger their own health and safety or the health and safety of others. Members may not use the Library's ladders, stepladders and kick stools.

Large items and bikes

Large items and bikes should not be left in the library, as they cause obstruction and can be a health and safety and fire hazard. Please don't bring anything to the library that won't fit in a locker. Bikes may be chained securely to the bike rack immediately opposite the library at the top of Bank Street; or at the indoor cycle store at the Trinity Centre on Albion Street.

Lost or damaged books

All costs involved in replacing any unreturned, lost, or damaged book will be sought from the relevant member, together with a charge to cover administration costs. Please speak to the Library Services team, or email counter@theleedslibrary.org.uk if you want more advice.

Magazines, newspapers, and periodicals

The Library takes five daily newspapers Monday to Saturday and the Saturday Financial Times. Newspapers are kept for 2 weeks and then recycled.

We also subscribe to 80 magazines and periodicals, most of which are available for loan by Members. The current edition is available for reading in the Library and when superseded, goes on loan to regular borrowers. If you wish to borrow a magazine regularly, please complete the requests form that lists all the available magazines and journals. The requested titles will be reserved for you automatically. Past copies are available to read or loan and are shelved near Coffee Corner and in the basement. Please do not deface or cut out items from the newspapers or magazines.

Editions of the previous year's magazines will be available to buy each Spring.

Membership number

Your Membership number has 4 digits and can be found on your Membership card. Please quote this number when borrowing or reserving books. If you cannot remember your number, staff will be able to find your record by your surname.

Mobile phones

Please ensure your mobile is set to silent. Mobile phone calls can only be made in the entrance lobby, but texting is allowed throughout.

New acquisitions

Lists of new books are produced quarterly. The Booklist gives a short synopsis of each book and contains a checklist for you to use should you want to reserve any of the items. We also produce a monthly list (Titles Just In) which shows newly acquired DVDs, talking books, juvenile fiction and fiction that is part of a series. Lists are available at the Counter or via the website.

Newsletter

Our newsletter Speaks Volumes is produced six times a year. It is emailed to Members, and printed copies are available at the Counter. If you have a story of interest and would like to talk to someone about having it included in the newsletter, please email enquiries@theleedsLibrary.org.uk

Online/Zoom meetings

Online meetings are not allowed in the Library, and laptops must be turned to silent.

Overdue books

We do not fine you if you return an overdue book. We do however, run an overdue update programme every Wednesday morning, and you will receive an email or letter notifying you if you have overdue items. We can renew items on your behalf, but please do bear in mind that other Members may be waiting for them. You can renew items online once, but they must not be overdue or reserved by another Member. Overdue notices will be issued three weeks and six weeks after the expiry date of the loan period, and a third and final notice including an invoice for the cost of replacing outstanding items will be issued after this time.

PCs for members' use

There are two PCs in the New Room that Members can use. You may use these to access the Library catalogue and JSTOR which provides access to more than 12 million journal articles, books, images, and primary sources in 75 disciplines. You can also access Pressreader and *Which?* Magazine online using the Library's log on. How-to guides are located near the PCs but please ask a member of staff if you have any questions.

Personal belongings

Please don't bring anything to the library that won't fit in a locker, and don't leave any personal property at the library: take everything home with you when you leave. Lockers are available for Members to use in the cloakroom foyer. You need a code to access the cloakroom, which can be given to you at the Counter. There is also a coat rack at the top of the stairs outside the Main Room. All property is left at your own risk.

Photocopying

Fees for photocopying are as follows: 5p per side of A4 (50p for colour), 10p per side of A3 (£1.00 for colour). Please pay at the Counter.

Recommending books

We welcome recommendations from our Members. Non-fiction recommendations should be entered in the ledger in the Main Room. Fiction and DVD recommendations can be made by completing a slip from the Counter and handing it to a member of staff. Please don't forget to include your Membership number.

Renewing your membership

Your Membership runs from the 1st day of the month you joined. If you have paid by Direct Debit, your payments will automatically continue until you notify us otherwise.

Reservations

We run a reservation programme each Wednesday morning, and you will receive an email or letter notifying you if you have items waiting for you. Please let the Library Services team know if you no longer need the items in case other Members are waiting for them. Reserved items will be held behind the counter for 14 days until they are returned to the shelf or offered to anyone who has a reservation on an item.

Room hire

The Library has rooms available for hire. Please speak to our Administrator Sarah West or complete the form online to make an enquiry: <https://www.theleedsLibrary.org.uk/Library-information/room-hire/>.

Rules

The Leeds Library has existed since 1768 for the benefit of its Members. It is both a company and a registered charity. In order to deliver its services effectively and for the benefit of all, all new Members must agree to the Rules of the Library relating to conduct and the day-to-day management of the Library. Amendments to the Rules may be made at the Annual General Meeting. A copy of the Rules is available on our website:

<https://www.theleedslibrary.org.uk/members-area/policies/> or please ask a member of staff for a paper copy.

Smoking

Smoking, including e-cigarettes, is not allowed in any part of the Library.

The Thoresby Society

The Thoresby Society is the local historical society of Leeds and district and was founded in 1889. In 2015 they moved to our premises. Their collection is built up of material concerned with the history of Leeds and has been amassed over the last 100 years. A member of the Society will be in the Library on Wednesday mornings if you want to contact them, or you can see details of their collections and how to access them on their website

www.thoresby.org.uk

Toilets

The Gentlemen's toilet is in the corner of the Main Room (green door). The Ladies toilets are in the passageway between the New Room and the Reading Room.

Trustees

The Rules, which comply with the Library's Articles of Association, are made by the Trustees of the charity, who also serve as Directors of the company and are elected from the Library's Members.

Under 16s

Under-16s are welcome to visit the library and to be included in Household Membership, but must be accompanied by an adult.

Website

The Library has a website which you will find at <https://www.theleedslibrary.org.uk/>. The website contains lots of news, information and features about the Library and our activities.

Wi-Fi

Members may bring in personal laptops, tablets, and smartphones. You will have been given information on how to connect to the Library's free Wi-Fi when you joined. Where possible, please ensure your device is fully charged as the Library has limited power outlets.

TRUSTEES OF THE LEEDS LIBRARY



PRESIDENT

Elizabeth Minkin



CHAIR OF TRUSTEES

Paul Ellis



VICE CHAIR OF TRUSTEES

Philip Walker



Ian Shaw



Edmund Danon



Laura Davis



Annie Faulder



Ruth Robbins



Susie Rumsby



Ian Shaw



TREASURER

Moade Shubita



Pat Urry

THE LEEDS LIBRARY STAFF TEAM



CEO

Nina Corey



THE LIBRARIAN

Jane Riley



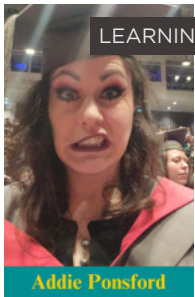
ADMINISTRATOR

Sarah West



LIBRARY ASSISTANT

Finnian Davies

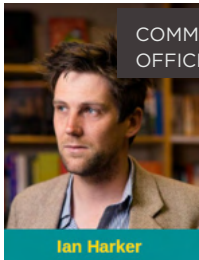


LEARNING & ENGAGEMENT OFFICER

Addie Ponsford

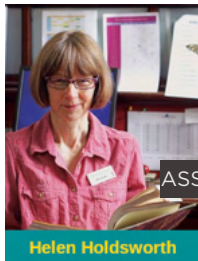


Anna Goodridge



COMMUNICATIONS & MARKETING
OFFICER

Ian Harker



ASSISTANT LIBRARIAN

Helen Holdsworth



MEMBERSHIP OFFICER, ASSISTANT LIBRARIAN

Aidan Thackray



CARETAKER

Tom Walsh