

Considerations around staff access
(to a variety of buildings and depots)

Vincent van Jaarsveld | Leiden University Libraries

Vilnius 11-09-2024

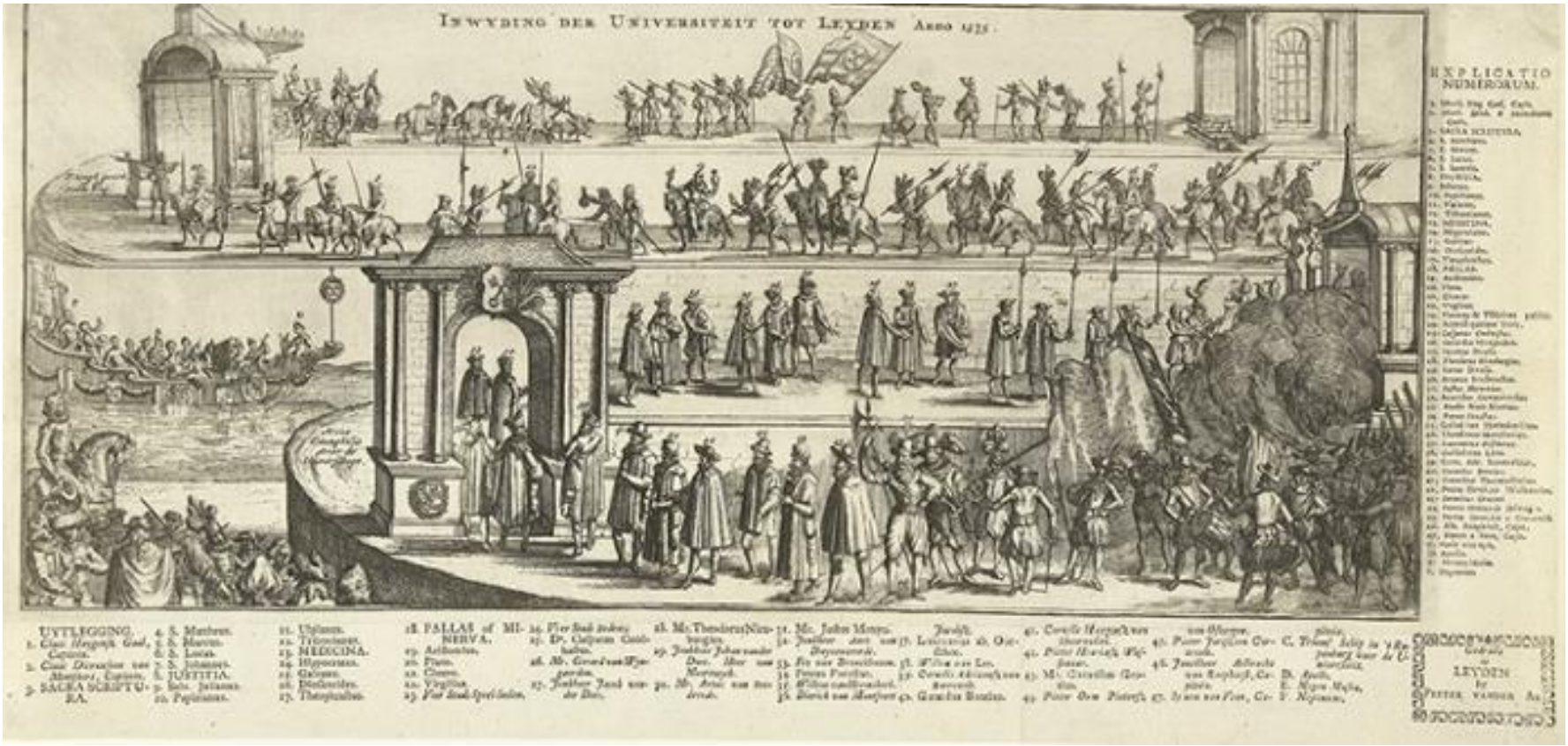
Universiteit Leiden
The Netherlands

Agenda

- Leiden University Library
- Library locations
- The collection and usage
- Stacks & vaults
- Locks, keys and systems
- Employees vs roles
- Opening hours and working hours
- Implementation
- Control systems & documents
- Questions



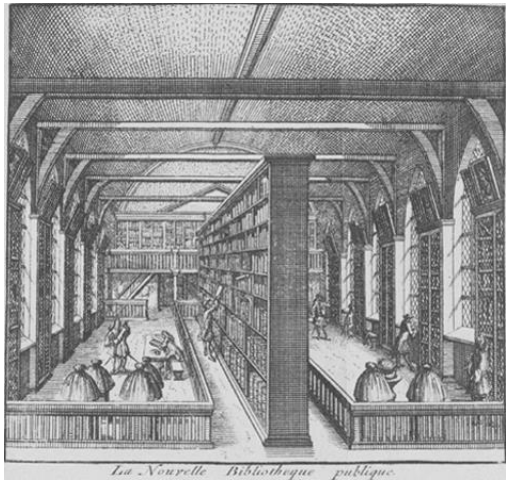
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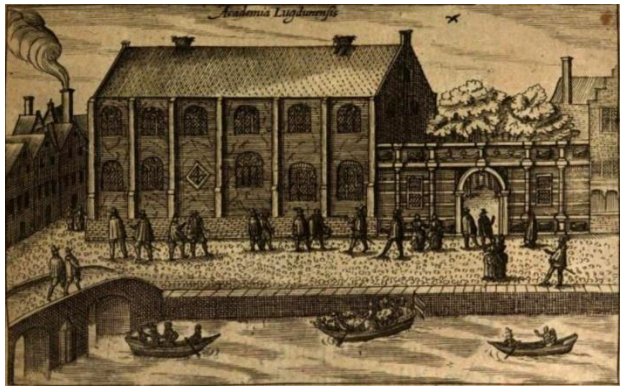


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Locations











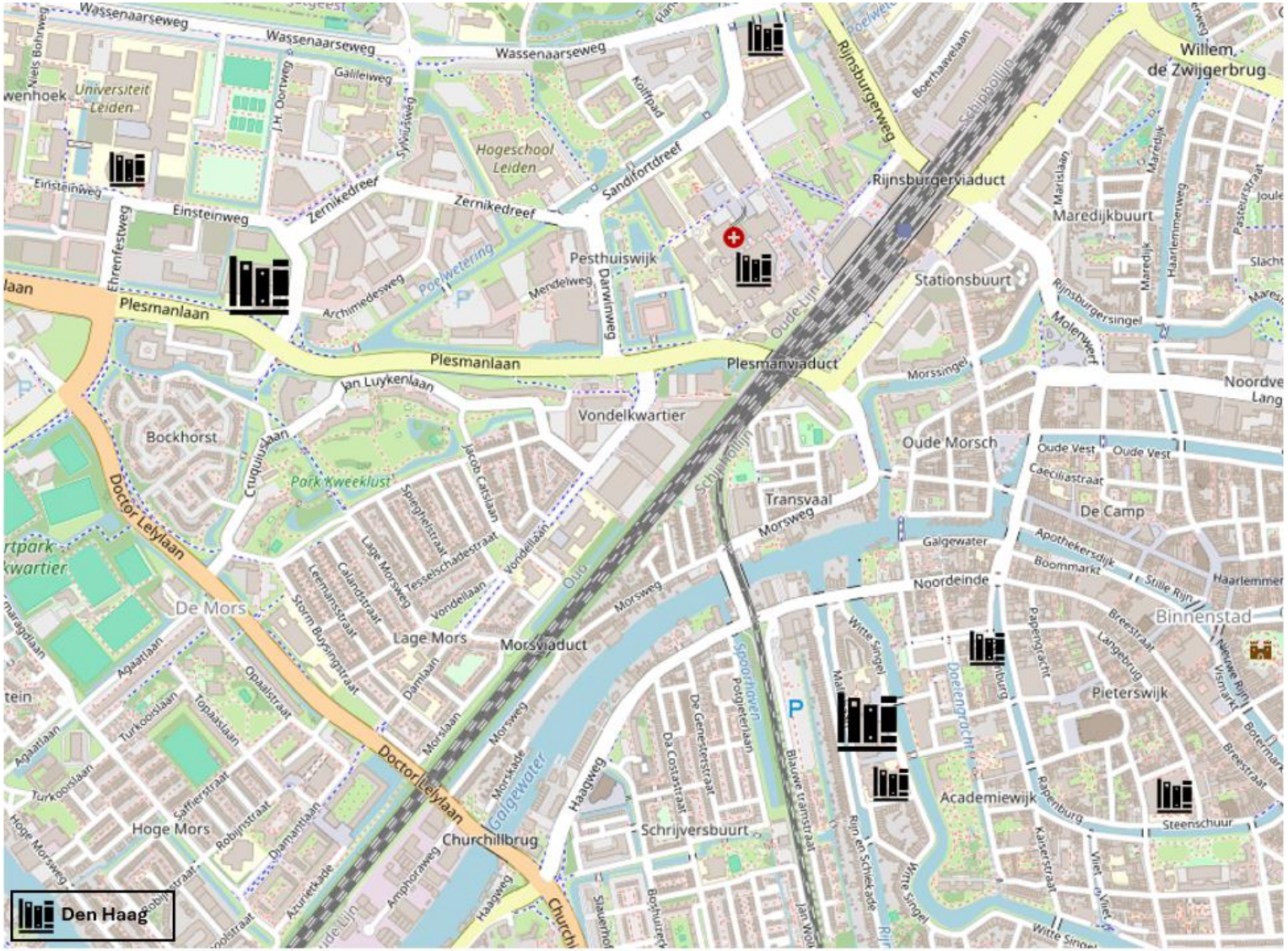








Libraries and depots in Leiden
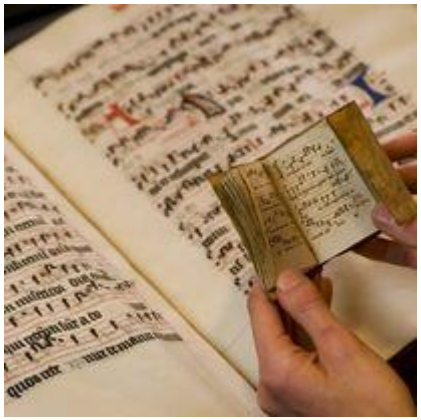


The collection

- 5.300.000 volumes
- 1.000.000 e-books
- 80.000 e-journals
- 2.000 current paper journals
- 60.000 Oriental and Western manuscripts
- 500.000 letters
- 100.000 maps
- 100.000 prints
- 12.000 drawings
- 300.000 photographs
- 3.000 cuneiform tablets



Library usage

- 9 library locations
- 2.500 study places for students
- 112.000 book loans
- 4.400.000 searches online catalogue
- 1.400.000 e-book consults
- 5.100.000 e-journal article consults
- 3.5000.000 downloads scholarly publications
- 750.000 visits to digital collections





Leiden University Library

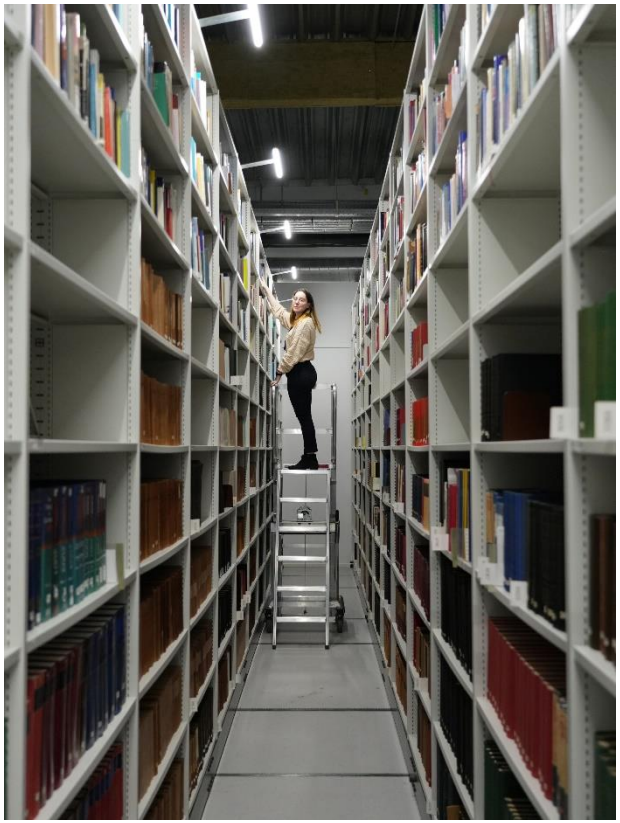






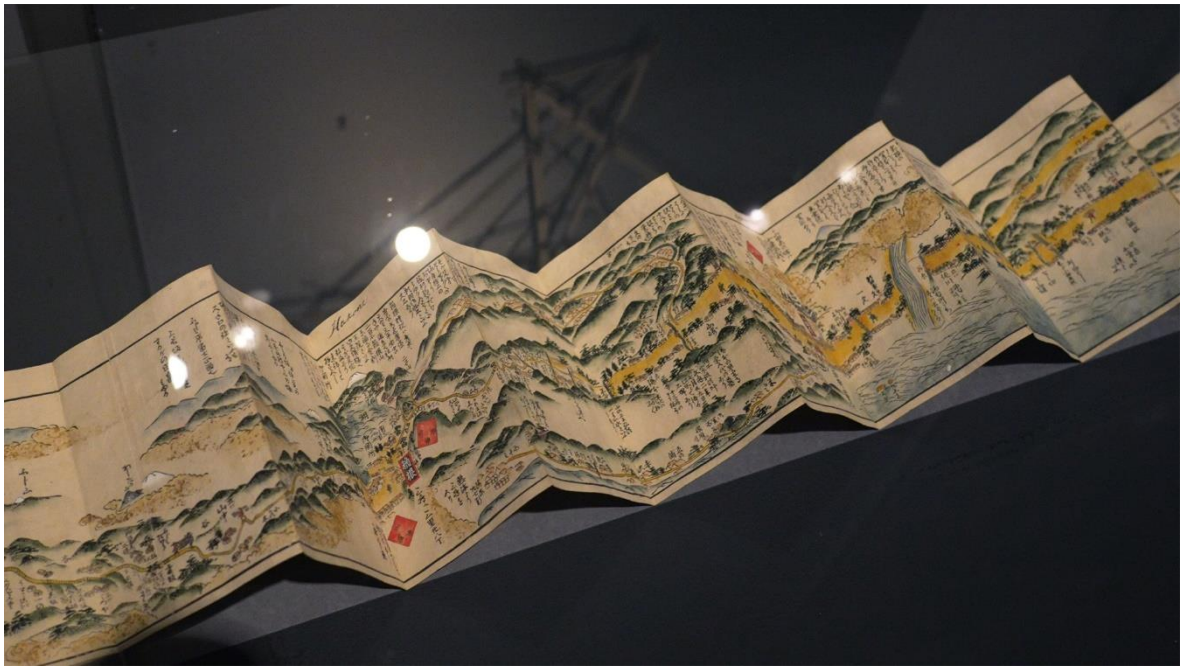
Van Steenis Depot





Stacks and Vaults

- Location A:
  - Stacks A
  - Stacks B
  - Transition room
  - Vault 1
  - Q-FLD
  - Q-BC
  - Vault 2
  - Vault 3
  - Photo vault
  - Movie vault
- Location B:
  - Q-MDA
  - Book depot A
  - Photo vault
  - Book depot B



Locks, keys and systems

- Current old fashioned lock
- Electronic locks
- Automated system
- University Library card





Employees vs roles

- Library employee
- Employee support team
- Employee university
- External companies/maintenance
- Cleaners



Opening hours vs working hours



Employees vs roles

				Access Location A Stacks	Vault	Q-room	Transit-room	Access Location B Stacks	Vault	Q-Room	Timeframe	Comments	Name
Location A													
Management			Head Librarian								Always		
Div 1			Division Manager										
		FLD	Department Head								mon-fri 7:30-19:00		
			Subject Librarian								mon-fri 7:30-19:00		
		BC	Department Head								mon-fri 7:30-19:00		
			Curator								mon-fri 7:30-19:00		
			Restorer								Always		
Div 2			Division Manager										
		O&P	Department Head / CHV-coordinator								Always		
			Coordinator								mon-fri 7:30-19:00		
			Coordinator Vaults								mon-fri 7:30-19:00		
			Employee								mon-fri 7:30-19:00		
			Employee + location B								mon-fri 7:30-19:00		
			Employee + Vaults + Location B								mon-fri 7:30-19:00		
			Employee + Vaults								mon-fri 7:30-19:00		
Other	UBL	UFB	UFB Servicemanager								Always		
			Technician								Always		
			General Services								Always		
			BHV-team								Always		
			CHV-team								Always		
			24/7 response								Always		
			Receptionist / security								Always		
	UBL	CSU	Cleaners								mon-fri 7:30-19:00		
			Cleaner Vaults								mon-fri 7:30-19:00		
	UBL	Suppliers	Maintenance Stacks & Vaults								Always	Contractorpass	
			Maintenance all locations								Always	Contractorpass	

Controls and documentation

- New employees (VOG)
- Maintenance
- Filming in stacks & vaults
- Quarterly checks

Famliy name	First name	Personal number	HR system	Lock system	Comments
Einstein	Albert	E15MC2	Yes	Yes	
van Jaarsveld	Vincent	123456	Yes	Yes	

Questions?



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