



## Operating Principles for Music PAL



1. Music PAL provides learners with seamless cross-sectoral access routes to information and knowledge.
2. Participation in Music PAL is open to all libraries in Ireland including Public, Higher Education and specialist libraries.
3. Each participating Library must nominate a key Music PAL Co-ordinator.
4. Libraries participating in the Music PAL scheme will offer, as a minimum, reference access to hard copy resources. There may be some constraints on access to short loan or specialist collections or material.
5. Access to e-resources: Public libraries and some other members of the scheme may be able to allow access to some ICT facilities. Other participating libraries are encouraged to investigate 'Walk-In User' licensing arrangements to allow visiting users to access e-resources where possible.
6. Borrowing: Making borrowing available to visiting users is not a requirement of Music PAL membership and will depend on the nature of the library and external users' schemes that may be in use; charges may apply to use these schemes.
7. Users of the scheme should be assisted to identify through RASCAL or the Music PAL website which library can best provide the information they are seeking. They should also be provided with all available information to help them to locate and access the library to be visited – e.g. the receiving library's access or referral requirements.
8. All library visitors will be subject to the rules and regulations of the library they visit. In the unlikely event that a visiting user seriously infringes those rules and regulations, their permission to use the Music PAL scheme may be withdrawn.
9. There is no subscription to become part of Music PAL, but participating libraries may be asked to provide some support, e.g. facilitating staff training, providing venues for meetings, local information materials etc.
10. Participating libraries will be required to provide simple information on their library's subject strengths and collections for the RASCAL database.
11. Participating libraries are requested to identify ways in which they can provide statistics or other evidence of use of the Music PAL service. A model statistics record form is provided on the PAL website.
12. Participating libraries are encouraged to display posters/leaflets or other information to ensure visitors can readily identify the fact that they are part of the Music PAL scheme.