

Visitor One-Day Access

It is a condition of access to UEA Library that you read and agree to the Terms and Conditions below. Once you have completed this form, please take it to the staff member at Library Reception. To be granted access, you must present a valid form of photographic ID and proof of your current address: see overleaf for details.

Print Name:	Address:	<u>TO BE COMPLETED BY LIBRARY STAFF</u>
		GUEST USERNAME:
Date:	Postcode:	IDENTIFICATION SEEN:
		LOCKER KEY NO:

UEA Library Rules

All users are admitted on the understanding that they have read and will observe Library rules and such regulations as may be imposed by the Director of Information Services and Librarian

<http://www.uea.ac.uk/is/strategies/libraryrules>

Behaviour

All Library users are expected to treat Library staff and other users with respect. Any user displaying rude, aggressive or other inappropriate behaviour may be asked to leave the building.

Eating & Drinking

Cold snacks and drinks are only permitted on Floor 0, excluding the IT Suite and the High Demand area. In all other areas only bottled water may be consumed.

Noise

With the exception of group study zones, a quiet working environment must be maintained in all areas of the Library and users must avoid any behaviour disturbing to others. Absolute silence must be observed in the designated silent zones.

Mobile phones etc.

Audible noise resulting from the use of personal stereos, radios, headphones with microphones, mobile phones or other devices is prohibited on the main floors and in all study areas within the Library. Use of mobile phones is only permitted in the designated areas.

Computers

Use of computer facilities and computer terminals located in the Library is subject to the university conditions of computer use.

Locker keys

Keys must be returned before 23:59 on the day of issue. Failure to do so may result in a charge for replacement and ban from issuing keys in future.

UEA Conditions of Computer Use

All users of university computing facilities have a personal responsibility to ensure they are aware of and comply with the requirements of the University's Conditions of Computer Use

<http://www.uea.ac.uk/is/itregs/cocu-pdf>

Passwords

Your UEA password is confidential and you must never disclose it to others, or let anyone else access services and systems using it. Disclosing your password to others could lead to disciplinary action and loss of access to IT facilities.

Acceptable use

Computing facilities are provided for University work purposes. Limited personal use is permitted provided it is not illegal, does not adversely affect other users, does not interfere with work or studies, or in any other way breach the Conditions of Computer Use.

Legislation

All users of university computer facilities are bound by current relevant legislation such as Computer Misuse Act 1990. Take care that nothing you transmit or publish is illegal, offensive or abusive.

Copyright

It is illegal to make an electronic copy (e.g. by scanning, downloading, copying from disk etc.) unless you have the appropriate copyright authorisation.

Monitoring use

The University has the right to access files, intercept communications, or monitor usage where there are grounds for suspecting mis-use, and if necessary to withdraw access to computing facilities. In cases where illegal activity is involved copies of relevant information may be handed to the Police at their request.

HOW INFORMATION ABOUT YOU WILL BE USED:

Any information you submit to the University of East Anglia via this form will only be used for the following purposes 1) To grant access to the UEA Library 2) To gather statistics on the use of this service. The University will not sell or otherwise transfer any personal data submitted via this form to any third parties without consent, or unless required by law.

I have read, and agree to abide by, the above Library Rules and, where appropriate, the UEA Conditions of Computer Use. I understand PC logins are issued for accessing the Library Catalogue and e-resources only.

Signed:

Visitor One-Day Pass

This pass gives visitor access to the Library for one day only. Please queue at the Reception desk and present this pass, along with your photographic ID, each time you wish to re-enter the Library.

Name:

Date:

Acceptable forms of ID for entry to UEA library

Staff or Student

Any official document with your name on e.g. credit card, letter, bus pass.

Visitors

You must provide a Photo ID AND a Proof of Address.

Photo and Address ID

A current Driving Licence

Photo ID

Passport

National ID card

Other official ID card (e.g. council employee)

You must provide address details with your photo ID above. See list below:

Proof of address (must be current)

European Union member state ID card

National ID card

Residence Permit (current)

UK bank or credit card statement (within last 3 months)

UK mortgage statement (within last 12 months)

Foreign bank statement (within last 3 months)

Current Council rent book (current)

Current Local Authority Rent Card

Current Rent Book or Tenancy Agreement

Gas, water, electric, cable TV or phone bill (within last 3 months)

Council Tax bill (current financial year)

Household or motor insurance (within last 12 months)

Current State Pension book/notification letter (within last 12 months)

Current Benefits Agency Book/letter (within last 12 months)

Official Documentation from Her Majesty's Revenue And Customs (this does not include P60's)(within last 12 months)

Letter of introduction or personal introduction from UEA staff

Attendees at a UEA conference who have a conference ID card and letter from UEA can be admitted without ID.

If a visitor is accompanying a member of UEA who has a current campus card, the student or member of staff can vouch for and take responsibility for their guest and their campus card details will be taken in place of ID.