

## Entitlements

### Library Borrowing

✓	5 standard loan items (including music scores) & 6 music CDs — <i>Bands A-C only</i> .
✓	Unlimited renewals (as long as item has not been requested). Renewals available online, over the telephone and in person. All items with a due date of 8 days away or more are subject to recall. Recalled items will be given a new return date and you will be informed of this by email.
✓	24/7 access to the library building and self-service facilities
✓	5 visitor logins available each day for access to free online journals
✓	Coin-operated photocopiers
✓	Open access to study spaces in silent and group areas
✗	7 day, high demand, DVDs, interlibrary loans and CLRC
✗	Reservation of items
✗	Use of the UEA IT facilities (including internet and printing)

### Membership / Other Fees

There isn't a fee to join UEA library via the SCONUL Access Scheme.  
A £10.00 fee is applicable if you require a replacement card.

### Part 1: Applicant Details

All fields must be completed. Please use block capitals where possible. Incomplete or illegible forms will be returned.

### Part 2: Home Institution Details

All field must be completed. Please include your SCONUL access band and expiry date.

### Part 3: Provide Supporting Evidence

Applications must be accompanied by a SCONUL Access email or card supplied by your home institution. This must have a valid band and expiry date and be authorised by a contact at your institution.

Applications must be accompanied by a valid home institution campus or library card (preferably photographic).

Applications must be accompanied by valid proof of address (driving licence, utility bill, university documents).

### Part 4: Provide Photograph

Applications must be accompanied by a recent photograph. This can be a passport photograph; you can email a photograph to [ustl.lib@uea.ac.uk](mailto:ustl.lib@uea.ac.uk); or a photograph can be taken at the helpdesk on application.

### Part 5: Declaration

All fields of the declaration must be ticked and the form signed and dated. Please ensure that you fully understand all terms and conditions before submitting. All information can be found on the UEA webpages. Unsigned and / or undated forms will be returned.

HOW INFORMATION ABOUT YOU WILL BE USED: Any information you submit to the University of East Anglia via this form will only be used to enable the creation of a UEA Campus Card and a Library borrowing account if applicable. 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. This form will be stored electronically until your campus card expires.

Please read the application guidelines for external borrowers before completing this form.

**PART 1 - Applicant Details** *(all fields must be completed in BLOCK CAPITALS)*

Title	
Surname	
Forename(s)	
Date of Birth	
Gender	
House Name / No.	
Street Name	
Town / City	
County	
Postcode	
Email Address	
Phone Number	

**PART 2 - Home Institution Details** *(all fields must be completed in BLOCK CAPITALS)*

Institution Name	
Building	
Street	
Town / City	
County	
Postcode	
SCONUL Access Band	
SCONUL Expiry Date	

**PART 3 - Provide Supporting Evidence**

SCONUL Access Card / Email and Home Institution Card supplied for photocopying.	
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**PART 4 - Provide Photograph** *(please select one of the following options)*

Passport photograph attached	
You have emailed a photograph to: <a href="mailto:ustl.lib@uea.ac.uk">ustl.lib@uea.ac.uk</a> in advance of this application <i>(please ensure that your full name, home institution and form type (V2a) are attached to the email)</i>	
Photograph has been taken at the library on application	

**PART 5 - Declaration**

By placing a '✓' in the box and by signing below I confirm that:
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I have read and agree to abide by the library rules ( <a href="http://www.uea.ac.uk/is/strategies/libraryrules">www.uea.ac.uk/is/strategies/libraryrules</a> )	
I have read and agree to abide by the UEA IT Conditions of Use <i>(<a href="http://www.uea.ac.uk/is/itregs/usepols">www.uea.ac.uk/is/itregs/usepols</a>)</i>	
I have read and agree to abide by the rules of the SCONUL Access Scheme ( <a href="http://www.sconul.ac.uk">www.sconul.ac.uk</a> )	
I have read and understood the application guidelines including facilities available to me and reasons why the application may be accepted or declined.	
I understand that failure to abide by any of these rules may result in the immediate withdrawal of my UEA campus card. I understand that the card remains the property of UEA and I agree to produce it should a member of UEA staff request to see it.	

Applicant's Signature	
Date of Signature	

For Staff Use Only	Initials	Date
SCONUL Email Received / Home Institution Card Photocopied		
Proof of Identity & Current Address Seen		
Photograph Received		
SCONUL Blacklist Checked		
SPOT Record Created / Updated <i>(please circle)</i>		
Aleph Record Created / Updated <i>(please circle)</i>		
Photo Uploaded / Card Printed		
Applicant Notified		
Spreadsheet Updated		

**Registration Number**

**SSO ID**