

## General Information

### Facilities

✓	5 standard loan items (including music scores) & 6 music CDs
✓	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

Membership fee for 1 calendar year is £50.00 (non-refundable), to UEA graduates or ex-staff with 15 years service or under. Ex-staff with 16 years service or more are entitled to membership free of charge.

A £10.00 fee is applicable if you require a replacement card.

### Completing the Application

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

### Previous Relationship with UEA

Supporting evidence must be provided with first application: for ex-staff this is a formal letter or email from UEA HR to confirm dates that you worked at the university; UEA graduates need to ensure they supply their graduation year and student number, or confirmation from alumni office.

### Provide Supporting Evidence

Application must be accompanied by a recent (within last 10 years) piece of dated photographic identification (e.g. driving licence, passport) and valid proof of address (e.g. driving licence, utility bill: dated within last 3 months).

### Provide a Photograph

Applications must be accompanied by a recent photograph. This can be a passport photograph; or 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.

### 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 membership before completing this form.**

Applications are accepted or declined at the discretion of the Library User Services Manager

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

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

### PART 2 - Previous Relationship with UEA

Please complete relevant details below *(Please note: evidence from UEA is required for **first** application only)*

<b>Former UEA Staff</b>	<b>Over 15 years service (Y/N)?</b>		<b>Dept / School</b>		<b>Dates (-)</b>		<b>1st Application</b>	<b>Yes</b>
								<b>No</b>
<b>UEA Graduate</b>			<b>School</b>		<b>Graduation Year</b>		<b>Student Number</b>	

### PART 3- Provide Photograph *(please select one of the following options)*

Passport sized photograph attached	
Photograph has been emailed to: <a href="mailto:ustl.lib@uea.ac.uk">ustl.lib@uea.ac.uk</a> <i>(please ensure that your full name &amp; form type (V2b) are attached to the email)</i>	
Photograph has been taken at the helpdesk on application	

### PART 4 - Declaration

By placing a '✓' in the box and by signing below I confirm that:

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 ( <a href="http://www.uea.ac.uk/is/itreqs/usepols">www.uea.ac.uk/is/itreqs/usepols</a> )	
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.	

<b>Applicant Signature</b>	
<b>Date of Application</b>	

