

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 fees for 1 calendar year are £100.00 (non-refundable), reduced to £50.00 if you are: a local teacher, student of the SNITT scheme, individual on state benefits or individual on state pension.

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.

Category of Applicant

At least one status category and piece of supporting evidence must be selected - incomplete forms will be returned.

Provide Supporting Evidence

Application must be accompanied by a recent (within last 10 years) piece of dated photographic identification (e.g. driving

Provide 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 ; 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

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)*

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

PART 2 - Category of Applicant

Please '✓' relevant boxes below and attach supporting evidence

Local Teacher <i>(School, HEI, FEI, SNITT)</i>		Supporting letter from employer on headed paper. For SNITT students, confirmation of course enrolment	
Individual on Benefits		Evidence of receipt of <u>state</u> benefits	
Retired		Evidence of receipt of <u>state</u> pension	
NUA <i>(non SCONUL eligible)</i>		Supporting letter from NUA on headed paper	
Any Other Applicant		Formal covering letter stating reason for application	

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

Passport photograph attached	
Photograph has been emailed to: <u>ustl.lib@uea.ac.uk</u> <i>(please ensure that your full name & form type (V2c) 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 (www.uea.ac.uk/is/strategies/libraryrules)	
I have read and agree to abide by the UEA IT Conditions of Use (www.uea.ac.uk/is/itreqs/usepols)	
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	
Valid Photographic ID & Proof of Address	
Photograph Received	
Application Accepted	
Application Declined	
Previous documented unreasonable behaviour towards library users / staff	Previous Non Compliance with UEA Library / IT Rules
Previous bad standing with UEA	Incomplete Application Form
SPOT Record Created / Updated (<i>please circle</i>)	
Aleph Record Created / Updated (<i>please circle</i>)	
Amount to be added to Aleph £50.00 / £100.00 (<i>please circle</i>)	
Photo Upload	
Card Printed / Encoded	
Applicant Notified	
£50.00 / £100.00 Fee Received	
Spreadsheet Updated	

Initials

Date

Registration Number

SSO ID