

General Information

Facilities

✓	24/7 access to library building
✓	Reference access to library material
✓	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
✗	The Access Only card does not allow the holder to borrow Library items, use the IT facilities or book any Library rooms.

Membership cost / Other fees

£20.00 for access to UEA library resources for 1 calendar year.
Three year Access Only cards are free to former members of staff with more than 15 years service.
Membership fee must be paid on application (if application is declined, fee will be refunded).
A £10.00 fee is applicable if you require a replacement card.

Completing the Application Form

All fields must be completed. Please use block capitals where possible. Incomplete or illegible 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 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 ; 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)*

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

PART 2 - Duration of Application

1 year		Please note: One year is the standard length of an Access Only membership. Without confirmation of over 15 years of UEA service, all Access Only memberships will be granted for one year only.		
3 years		Employee No. (first application only)	Dates:	School / Dept:

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

Passport sized photograph attached	
Photograph has been emailed to: ustl.lib@uea.ac.uk <i>(please ensure that your full name & form type (V6) are attached to the email)</i>	
Photograph has been taken at the library 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/itregs/usepols	
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	
Valid Photographic ID Seen	
Photograph Received	
£20.00 Membership Fee Received (where applicable)	
Application Accepted	
Application Declined	
Previously documented unreasonable behaviour towards library users / staff	Previous Non Compliance with UEA Library / IT Rules
Incomplete Application Form	
SPOT Record Created / Updated <i>(please circle)</i>	
Registration Number	
Photo Upload	
Card Printed / Encoded	
Applicant Notified	
Spreadsheet Updated	

Initials

Date

