LIBRARY
SCONUL Access Scheme Application Form

Please complete this form in capital letters.

Surname (Prof/Dr/Ms/Mrs/Miss/Mr) _____

First name(s)_____

Address _____

_____Postcode _____

Tel. No. (Day)_____   Tel. No. (Evening) _____

Email address: _____

Home institution: _____

Please note:

- All library users must produce their university smartcard or borrower/library card for examination on request by library and security staff.

- Overnight entry to John Henry Brookes Building is by card only, and all non-Brookes persons must leave the building between 21.00 - 07.00.

- E-resources, access to the University computer network, printing, scanning or copying, inter-library loans and booking study rooms are not available to SCONUL users.

- Internet access is provided via Eduroam.

Declaration:
I wish to apply for external membership of Oxford Brookes University Library. I understand that access to services is granted for education, research or private study purposes only. I agree to abide by the Library's regulations. I understand that membership is discretionary and that Library staff reserve the right to refuse applications for membership without redress and to withdraw services where members are in breach of regulations.
Signature: **Date**:

How to get your Brookes Library card – bands A, B and C only, band R is reference – no card

Please bring **1)** your completed form to the Library during staffed service hours, together with **2)** your SCONUL Access email, **3)** a passport-sized photograph and **4)** your home institution library/ID card or other photo ID. Your Brookes Library card will be posted to you within two FULL working days or you can collect it from the Library. Please keep your card safe – a charge of £10 is made for a replacement card to be produced. **NB: band R should treated as reference only: no card required**

WWW.BROOKES.AC.UK/LIBRARY

Photo ID seen? Please tick		SCONUL acceptance email seen? Please tick	
Access band: A, B, C, Reference?* Which?		**Expiry date from email?** Please record date	

* Band R (reference): no card is necessary for this band. No paperwork required.

Brookes borrower no.	Date issued
Expiry date	Replacements

Renewal(s) (library staff only) - use a new form if university and/or band has changed

SCONUL acceptance email seen? Please tick		**Expiry date from email?** Please record date	
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