

## 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: \_\_\_\_\_

### 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 **or** white SCONUL card, **3)** a passport-sized photograph and **4)** your home institution library/ID card. 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 be treated as reference only: no card required**

### Welcome Desk staff:

Home lib/institution ID seen? Please tick		SCONUL email/white card seen? Please tick	
Access band: A, B, C, Reference?*	Which?	Expiry date from email/white SCONUL card? Please record date	

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

### Lending Services staff:

Brookes borrower no.	Date issued
Expiry date	Replacements