

Please complete this form if you wish to be able to borrow books and gain access to University of Hertfordshire Learning Resources Centres (LRCs).

SCONUL access provides a reference only service for most full-time undergraduate students; this category of student does not need to complete this form, but may come to the University of Hertfordshire LRC as a day visitor - please see our website for further details regarding [opening hours](#) and [visitor arrangements](#).

Your information will be held in accordance with the University's Data Protection Policy available here: <http://sitem.herts.ac.uk/secreg/upr/IM08.htm>

Is this:            new application                          renewal            UH member no. if known:

Family name

Title

Given name

Date of birth

Address

Contact telephone number

Post code

Your email address

Home institution

Institution address:

**Please tick here to confirm that you have read page 2 below and that you agree to abide by the rules and regulations of the University of Hertfordshire**

**Signature**

**Date**

**Check list:**

completed application form

passport style photo

email confirmation from home institution

**To submit this application please email this form, your digital photo and the email from your home institution to: [uhmembership@herts.ac.uk](mailto:uhmembership@herts.ac.uk)**

Please note that we are no longer accepting paper based applications

**UH Staff only**

SCONUL band

Expiry date:

Documentation seen (initials)

## SCONUL further info

SCONUL users are bound by the University rules and regulations relating to Library & Computing Services. For more details please go to [www.herts.ac.uk/secreg/upr](http://www.herts.ac.uk/secreg/upr)

Applications will be processed as soon as possible, but please allow up to 14 days.  
*Due to high workloads throughout student registration there may be delays in processing ID cards during September, October, and January.*

### The following categories are eligible to apply:

Staff, research students, full time postgraduates and part-time, distance learning and placement students from institutions in the SCONUL Access Scheme.

Applicants must produce a valid SCONUL Access Scheme email from their home institution.

[See the SCONUL User Access Guide for more information.](#)

### Accessing our resources

Please refer to [our website](#) for details of available services and borrowing rights for SCONUL members at the University of Hertfordshire.

To avoid disappointment, please check the [opening hours](#) on our website before travelling.

### The following fees apply:

- SCONUL Access Scheme: no fee due to reciprocal arrangements of the scheme

### Please note:

- Registered borrowers require a UH ID card, which also serves as a library card and allows access to LRCs. We will send an ID card to you once your application is approved and processed.
- You must keep your ID card with you at all times when on campus and it must not be shared or copied. Please report lost or stolen ID cards to the [Helpdesk](#).

Applications must be accompanied by a digital **passport style photograph** and is required before an ID card can be issued.

**NB. We strongly advise applicants to check that we stock suitable resources before completing an application.** (Our catalogue can be viewed at [library.herts.ac.uk](http://library.herts.ac.uk)).