

Durham University Library Visitor Campus Card



Please note as soon as this form is processed any current CIS facilities will be withdrawn. Therefore, you must back up any files/e-mails that you require BEFORE submitting this form. Please see guidelines on reverse.

Section A – Please complete in BLOCK CAPITALS, all fields are required		
Title:	Date of Birth:	
Surname:		
Forename(s):		
Term-time Address:		
Permanent Address (if different):		
E-mail address:	Telephone:	
Section B – Please tick/state		
<input type="checkbox"/> Member of another Educational institution (please state): _____ <input type="checkbox"/> Staff <input type="checkbox"/> Research <input type="checkbox"/> Taught Postgraduate <input type="checkbox"/> Full-time Undergraduate <input type="checkbox"/> Part-time/Distance <input type="checkbox"/> SCONUL Access Scheme Band : Expiry Date:		
<input type="checkbox"/> Retired staff		<input type="checkbox"/> Other (please specify):
Section C – Services requested		
<input type="checkbox"/> Reference only		
<input type="checkbox"/> Borrowing (subscription fee, paid on collection of card with cash/cheque) <input type="checkbox"/> 6 months (£56) <input type="checkbox"/> 1 year (£88) <input type="checkbox"/> Corporate borrowing (1 year, subscription fee – please ask for further details) <input type="checkbox"/> Borrowing – SCONUL (1 year maximum, no subscription fee, bands A, B, C only) <input type="checkbox"/> Retired staff borrowing (3 years, no subscription fee) <input type="checkbox"/> Emeritus staff borrowing (5 years, no subscription fee)		
Section D – Agreement		
I agree that my use of the Durham University Library Visitor's card will be in accordance with the Regulations of the University (see reverse of form).		
Signed:		Date:
Section E – Library Desk Team		
<input type="checkbox"/> Form checked, legible & complete		Initials: Date:
<input type="checkbox"/> ID checked Details (ID type and unique identifier):		
<input type="checkbox"/> SCONUL checked, inc. band and expiry (if applicable)		
Section F – Authorisation by Library Supervisor		
Previous Durham campus card? <input type="checkbox"/> No <input type="checkbox"/> Yes – Barcode:		Prev. exp. date:
I confirm that the above information is correct and support this application for a visitor campus card.		
Name:		Signed:
Position:		Date:
<input type="checkbox"/> Expiry Date for this application:		<input type="checkbox"/> Patron Type
Section G – CS Library Assistants		
<input type="checkbox"/> Photo requested	Date:	Initials:
<input type="checkbox"/> Photo received and acknowledged	Date:	Initials:
<input type="checkbox"/> Ticket raised with CIS	Date:	Initials:
<input type="checkbox"/> Details added to LMS	Date:	Initials:
<input type="checkbox"/> Card printed – barcode:	Date:	Initials:
<input type="checkbox"/> Contacted for collection	Date:	Initials:
<input type="checkbox"/> Card collected (Desk Team):	Date:	Initials:

Regulations

General Regulation XII – Library Regulations:

(www.dur.ac.uk/university.calendar/volumei/general_regulations).

Campus card regulations: (www.dur.ac.uk/cis/campuscards).

Guidelines

Data Protection – information on this form will be stored only when relevant. See our web pages for further details: www.dur.ac.uk/library/about/policies/privacynotice.

Section A

- Please complete your personal details, including date of birth.
- Photographic ID with address will be required when handing in this form.
- Only complete the term-time address section if different to your permanent address.

Section B

- Please indicate if you are a member of **another educational institution**. Please give the name of your institution and indicate your status there. If you have been granted SCONUL access from your home institution, please add the details.
- Please indicate if you are **retired from Durham University** and do not have a CIS account. (if you have a CIS account, your campus card is arranged via your department).
- If you are neither of the above, please indicate **other** and specify your status (eg. Local Resident).

Section C

- Please indicate if you require **reference access only**.
- Please indicate if you are neither SCONUL nor retired staff and wish to **borrow for a subscription fee***, selecting the duration of your membership.
- **Corporate borrowing*** is for local businesses, charities or educational organisations who wish additional members of their institution to have borrowing facilities at a reduced cost.
* Visit www.dur.ac.uk/library/using/borrowing/loans and select “Library charges”.
- **SCONUL** bands A, B and C are entitled to borrow free of charge. If you are SCONUL band R please indicate reference facilities.

Section D

- To be signed and dated by the person requesting a campus card.

Section E onwards

- The form must be completed by members of staff of the University Library.

On completion

- To gain authorisation from the Library
 - Hand in at the Reception or Help and Information Desk at the Bill Bryson University Library.
 - Send to Bill Bryson Library, Stockton Road, Durham, DH1 3LY
 - Email to main.library@durham.ac.uk (scanned please as a signature is necessary)
- ❖ The Library will then pass the relevant details to CIS (Computing and Info Services) to add to the database and you will be informed by a member of Library staff (usually by email) when your visitor campus card is ready for collection. A photograph will be taken when you arrive.