V6

University of East Anglia

UEA Library: Access Only

Access Only cards are issued to external visitors who regularly use resources that are only available at the UEA Library. Access Only card holders are able to:

- Access the library building whenever it is open.
- Use library resources for reference purposes.
- Access a limited number of online resources (ask at the Reception Desk for further details).
- Use coin operated photocopiers (B&W / Colour)

IMPORTANT

- You must provide a passport-sized photograph with your application, if applying for the first time.
- You must provide photographic identification and proof of your address when submitting your application.
- You must provide specific details about why you wish to visit regularly and include details of the resources you anticipate using. Please also state the frequency with which you will be visiting the library.
- All applications are subject to approval. Once you have received confirmation of acceptance payment of the fee will be due.

INFORMATION

- Applications will normally be processed within 10-15 working days. If approved, your card is valid for one (1) calendar year.

COST

- Access Cards cost **£10.00**.
- A £10.00 charge applies to replace lost cards**.**

NOTE

- Access Only cards remain the property of UEA Library and must be returned on expiry or on request.
- Failure to return previous cards will result in a delay in processing any new application.

Office Use Only	Staff Initials	Date
Photographic ID Seen & Proof of Address Seen		
Photo Received		
Application Approved / Declined		
(Further Comments)		
SPOT Record Created / Updated		
Registration Number		
Envision / Photo Upload		
Card Printed / Encoded		
Applicant Notified		
Spreadsheet Updated		
Payment Received: £10.00 *(Once Approved)*		

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All fields must be completed in BLOCK letters	
Title	
Forename(s)	
Family Name / Surname	
Date of Birth (dd/mm/yyyy)	
Gender	
Home Address	
Postcode	
Email	
Phone Number	

Please state below the reason for your application	
Please state the frequency of your visits to UEA Library	

Declaration	
I have read and agreed to abide by the library rules (www.uea.ac.uk/is/strategies/libraryrules) and the IT Conditions of Use (www.uea.ac.uk/is/itregs/usepols). I understand that failure to abide by these rules may result in the withdrawal of my access only card. I understand the card remains the property of the UEA Library at all times.	
Applicant Signature	
Date	