

# SCONUL

## Application to register as an External Borrower

Please bring your completed form to the Welcome Desk on the Ground Floor of the University Library between 10:00–17:00 Monday to Friday, or 09:00–17:00 on Saturdays & Sundays.

If applying to join under the SCONUL Access scheme, please also bring your SCONUL acceptance email and home institution Library/Student Card. If you are applying for access under the SCONUL Summer Vacation Scheme, please bring your home institution Library/Student Card

If you are unable to visit the Library between these times, please email us at [library@reading.ac.uk](mailto:library@reading.ac.uk) to make other arrangements.

### 1 YOUR PERSONAL DETAILS (Please complete all fields, using BLOCK CAPITALS)

Last name

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First names

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Title

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Home address

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Home / mobile telephone

---

Email

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### 2 YOUR SCONUL DETAILS (Please tick appropriate box, and name your home institution)

- |                                                                   |                          |
|-------------------------------------------------------------------|--------------------------|
| SCONUL Access A: Staff or research postgraduate                   | <input type="checkbox"/> |
| SCONUL Access B: Part-time/distance learning or placement student | <input type="checkbox"/> |
| SCONUL Access C: Full-time taught postgraduate                    | <input type="checkbox"/> |
| SCONUL Access Reference: Full-time undergraduate                  | <input type="checkbox"/> |
| SCONUL Summer Vacation Scheme                                     | <input type="checkbox"/> |

Home institution

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Date due to complete course:

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*Please turn over*

### 3 YOUR DECLARATION (please sign)

I understand that I may use the Library only if I comply with the Library Rules. I will report any change of my registration details to Library staff.

In order for the University of Reading Library to supply you with Library services we will need to send you email messages or contact you by telephone regarding the use of your account. I understand that the University of Reading Library will contact me in these ways.

I have read the University of Reading Library's privacy notice and I understand the University of Reading Library will use my personal data in order to supply me with library services and to use such data to inform the collections work of the University Library subject to the General Data Protection Regulations 2016 and the Data Protection Act 2018.

Signed

Date

#### For office use

Notes

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Membership type

Authorised by

SCONUL Access A

SCONUL Access B

SCONUL Access C

SCONUL Access R

SCONUL VACATION

Date

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Card produced by

Date

Card registered by

Date

---

Card number

Alt ID

Expires

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#### New cards

External borrowers should receive a new card with an up-to-date photograph after five years or four replacements / renewals, whichever comes first.

#### REPLACEMENTS / RENEWALS

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Authorised by

Fee paid?

Date

Expires

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Authorised by

Fee paid?

Date

Expires

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Authorised by

Fee paid?

Date

Expires

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Authorised by

Fee paid?

Date

Expires

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