



Queen Margaret University

EDINBURGH

Application for Learning Resource Centre Borrower card (External Borrower)

Information Sheet for applicants

Application

To apply for membership of QMU Learning Resource Centre you must specify on the Application Form the category to which you belong:

Former QMU staff/student

Member of the public

SCONUL Access

Senior School Pupil

You must provide, along with this completed application/registration form:

- Another form of identification with **proof of address** e.g. driver's licence, passport, electricity bill etc.
- The annual fee of £55 (reduced rate of £45 for former QMU members). Payment may be made by cheque (payable to Queen Margaret University and supported by a bank card). Please note cash payments can be accepted at our Finance Department during office hours (Mon-Fri 09:00-16:30)
- SCONUL Access membership is free, but must be supported by a valid SCONUL Access card from the home institution
- Schools members must provide a £20 deposit which will be refunded provided the pupil is in good standing at the end of membership. Pupils should also bring a letter from either the Librarian or the Headteacher at the school as proof of their attendance at that school.

Acceptance

Acceptance as an external member of the Learning Resource Centre is at the discretion of the Head of Library Services.

Borrowing privileges

Membership of QMU Learning Resource Centre entitles you to borrow:

- **Public/former QMU/SCONUL**
6 books

- **Senior Schools Pupil**
2 books

Membership also allows:

- access to photocopy facilities (on the purchase of credits)
- use of the library for reference purposes

Membership **does not** allow:

- access to online resources (other than the library's online catalogue)
- access to items in the Short Loan Collection
- the ability to reserve or recall items
- access to Document Supply services

Please return application form either in person or by post to:

Queen Margaret University, Edinburgh
Queen Margaret University Drive
Musselburgh
East Lothian
EH21 6UU

Please note that a card will not be issued immediately. You will be notified when one has been prepared. Your new card will work on the self-issue units.

Each time you visit the University you will need to collect a Visitor card from reception – please show them your LRC borrower's card (once you have received it). This will enable you to progress through the LRC entrance.

January 2012



Queen Margaret University
EDINBURGH

Application for membership of QMU Learning Resource Centre (External Borrower)

Please fill out the details below. All information provided will be confidential and will be used for QMU Library Services purposes only.

Lastname:		
Firstname(s)		
Permanent address:		
Telephone number:	(home)	(work)
Email		
Category (please tick one box)	Former QMU staff/student	<input type="checkbox"/>
	Member of the public	<input type="checkbox"/>
	SCONUL Access	<input type="checkbox"/>
	Band – A / B / C / (delete as necessary)	
Home institution:		
Matriculation/staff number:		
Expiry date of SCONUL Access card:		
Senior School pupil		<input type="checkbox"/>
Name of School:		
Name of sponsoring teacher/librarian:		

- **SCONUL Access applicants must present a valid SCONUL Access card from their home institution. SCONUL Access and Schools membership is free**
- **Members of the public should include with this application a payment of £55 (£45 for former QMU members). Cheques should be made payable to Queen Margaret University**
- **Schools membership applications must be supported by a letter from applicant's school. On acceptance a refundable £20 deposit will be required from the pupil**

Special Needs

Please indicate below if there are any special needs you require when using library facilities. Please be aware that the level of assistance provided will be dependent on how busy the Learning Resource Centre is at the time of the visit. **This information will be used for library purposes only but please note, in order to provide special services, all library services staff may need to be notified of any information given.**

Please ask for more information on collection of your card if special assistance is required.

Help collecting books from shelves?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Help with photocopying (note an additional charge may be levied, for this service to comply with Copyright Legislation)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Any other requirement?	

I have read and understood the details on the information sheet, and I agree to comply with the Learning Resource Centre Regulations (copies available in the library or on request).

I also understand that any information supplied on this form may need to be supplied to all QMU Library Services staff:

 (Applicants signature)	 Date:
---------------------------------------	----------------------

LIBRARY SERVICES STAFF USE ONLY

	Allocated membership number:
Date ID checked and card collected:	LRC Staff signature:

Public/Ex-QMU

Date £55/£45 fee received:	LRC Staff signature:
----------------------------	----------------------

Schools

Date £20 deposit received:	LRC Staff signature:
Date ID checked and card collected:	LRC Staff signature:
Date £20 deposit refunded:	

Authorised by User Services Manager:

 (Authorised signature)	 (Print name)
---------------------------------------	-----------------------------