

Library Membership Guide

- Members of the community/visitors are welcome to use the Library through one of our Library membership schemes.
- All visitor access is via membership card only so this must be completed before your initial visit to the Library.
- Visitors must be 18+ (underage children must be accompanied and supervised by a registered Roehampton student/staff member)
- After 9pm use of the Library is restricted to registered students and staff.

Membership

We offer membership through four key schemes:

	External Membership	Alumni Membership	SCONUL		Community Membership
			Bands A, B and C	Band R	
ID Card	✓	✓	✓	✓	✓
Fee	£60	£30	Free	Free	Free
Duration	1 Year	1 Year	Variable*	Variable*	6 Months
Borrow up to 5 books	✓	✓	✓	X	X
Access during our 24 hour opening periods (only till 9pm)	✓	✓	✓	X	X
Access to Wi-Fi	X	X	✓ Via Eduroam	✓ Via Eduroam	X

* As advised by your home institution, but no longer than the length of your course

1) External membership:

This membership costs £60 per year. You will receive a Library Membership card so you can come into the library without signing in. You can borrow up to five books from the main collection at any one time and also have access to our reference stock for study purposes within the library. Use of the University IT network, Wi-Fi, PCs, online resources and printing service is not currently a service we can offer.

2) Alumni membership:

This membership is for former Roehampton students at a reduced fee of £30 per year. You will receive Library Membership card so you can come into the library without signing in. You can borrow up to five books from the main collection and also have access to our reference stock for study purposes within the library. Use of the University IT network, Wi-Fi, PCs, online resources and printing service is not currently a service we can offer.

3) SCONUL Access membership:

If you are registered at another institution, this free scheme allows you to use libraries at partner Universities. To apply visit <https://www.sconul.ac.uk/sconul-access>. Your application will be processed by your home institution library. Once approved, please send the confirmation email and a photo to library@roehampton.ac.uk

You will be assigned to one of the following bands:

Band A: staff (both academic and support staff) and research students

Band B: part-time, distance-learning and placement students

Band C: full-time taught postgraduates

Band R: reference access to full-time undergraduates and some other users not covered by the banding agreement

You will receive a Library Membership card so you can come into the library without signing in. SCONUL access bands A, B, C can borrow up to five books from the main collection. Band R gives access to our collections on a reference-only basis. Use of the University IT network, PCs, online resources and printing service is not currently a service we can offer for any band, but if your home institution participates in the [Eduroam](#) scheme you can get Wi-Fi using this network.

Please note, Band R members will not have access to the Library during our 24 hour periods.

4) Community membership:

This membership is free and lasts for six months. You will receive a Library Membership card so you can come into the library without signing in. You will have access to our main collections on a reference-only basis and will not be able to borrow books. Use of the University IT network, Wi-Fi, PCs, online resources and printing service is not currently a service we can offer.

Please note, Community members will not have access to the Library during our 24 hour periods. (Please join our external membership instead if you need this).

How to apply:

External/Alumni/Community Membership:

- Download and complete the [application form](#), marking the membership you are applying for.
- You should pay for external membership through our [online store](#)
- Email your completed application along with a clear passport style photo to: library@roehampton.ac.uk
- Once processed, you will receive an approval email
- You will need to **bring photo ID with full name and proof of address** when you collect your membership card.

SCONUL Membership:

- For SCONUL membership, please apply through [SCONUL](#).
- Once you have received your institution's confirmation email, please email this along with a clear passport style photo to: library@roehampton.ac.uk
- Once processed, you will receive an approval email
- You will need to **bring photo ID with full name and proof of address** when you collect your membership card.

Please note:

- By applying for membership you are confirming that you have read and agreed to the terms as described in the [University of Roehampton Library Privacy Policy](#)
- All external members will be subject to all University regulations and disciplinary procedures that apply to students. If you do not adhere to Library rules and regulations your membership may be suspended or terminated.
- External members, including SCONUL Access users, have Library access until 9pm. We may limit your access during our 24 hour opening periods.
- For safety and security, you must carry your Library Membership card at all times to come into the Library. You will not be able use the Library without it.
- All members must be 18+; you may be asked to confirm your age with additional ID. (Underage children must be accompanied and supervised by a registered Roehampton student/staff member).

We aim to process applications within three business days of your request, but it may take longer at certain times of the year.