

If you do not have a current Birkbeck ID card you may be eligible to apply for Affiliate Membership. Please read the General Notes below and the tables of Affiliate categories overleaf.

Information for Library users with disabilities

We are committed to enabling everyone to make the most of their use of Birkbeck Library. If you have any particular requirements or concerns due to disability, please ask us. You may also like to read the guide to *Access Support Services for Library users with disabilities*, which is available in the Library and from the Library web site.

Please contact the Access Support Team by telephone on 020 7631 6491 (or by e-mail via library-disability@bbk.ac.uk.) if you would like to discuss these matters before visiting the Library.

General notes for all applicants

☞ We will **always** need to see some form of **photo ID** (e.g. current photo ID from your home institution, your passport or driving licence).

☞ You will need to provide a recent **passport-sized photo** of yourself.

☞ If you are not covered by any of the affiliate categories you may purchase a one-day reference pass for £6. Please come to the Library and ask for a day pass application form and bring along some form of photo ID. The fee may be paid in cash or by credit or debit card. Access to Library PCs is restricted to use of the catalogue and Library website only.

☞ **You will only be able to join or renew your membership at restricted times at the start of the academic year.** This will be between 10.00 and 13.00, Monday to Friday for the first month of the autumn term.

☞ The following privileges are available to all levels of affiliate members and those who purchase a one-day reference pass:

- ✓ May use all material on open shelves
- ✓ May use the study spaces
- ✓ May use the Library catalogue
- ✓ May use the photocopiers

☞ Now look at the following tables to choose the level of Affiliate Membership that is right for you. It will tell you what **documentation you will need** to provide and which sections of the **Affiliate membership application form** you will need to complete. It will also tell you whether there are any **additional privileges and restrictions** for your level of membership.

Affiliate Categories

Level 1: borrowing <i>Please read the <u>General notes for all applicants first.</u></i> <i>All applicants should complete section A of the Affiliate application form and must show photo ID. See below for details of other requirements</i>	
Membership available to:	
Intercollegiate students, registered elsewhere but taking a Birkbeck course	Documentation required: Current ID card from your home institution and section B of Affiliate membership form authorised by your Birkbeck tutor
Additional privileges:	
<ul style="list-style-type: none"> ✓ May borrow up to five items of 3 week and 1 week loan types ✓ May borrow up to two 1 day loan items ✓ May request material that is on loan ✓ May have Inter-Library Loans if you join LAMP 	Restrictions: <ul style="list-style-type: none"> ✗ Access to Library PCs is restricted to use of catalogue and Library website only, unless you have a valid IT Services username and password

Level 2: borrowing <i>Please read the <u>General notes for all applicants first.</u></i> <i>All applicants should complete section A of the Affiliate application form and must show photo ID. See below for details of other requirements</i>	
<i>Honorary life members of the College are given membership for five years and this can be renewed automatically. All other membership will be until September 30th of the current academic year unless your course / staff contract ends sooner.</i>	
Membership available to:	
Governors, Honorary Fellows of the College, Honorary Life Members of the College	Documentation required: Fellows and Governors are listed on College website. HLMs have letter from School (Library may hold copies)
SOAS / Institute of Education staff; research and taught postgraduate students	Current ID card from your home institution <u>clearly showing your status</u>
Staff and students studying purely by research at UK publicly-funded higher education institutions; SCONUL or M25 consortium institutions	Current ID card plus one of following: SCONUL Access card, band A or M25 card or section C of this form signed by your head of dept. / supervisor
Part-time, distance learning or placement students from a member institution of the SCONUL Access scheme	Current ID card from your home institution and SCONUL Access card, band B
Full-time taught postgraduate students from a member institution of the SCONUL Access scheme	Current ID card from your home institution and SCONUL Access card, band C
Additional privileges:	
<ul style="list-style-type: none"> ✓ May borrow five items of 3 week and 1 week loan types 	Restrictions: <ul style="list-style-type: none"> ✗ No access to the Inter-Library Loans service or LAMP ✗ Access to Library PCs is restricted to use of catalogue and Library website only ✗ May not borrow 1 day loan items ✗ May not request material that is on loan

Level 3: Reference only Please read the <u>General notes for all applicants</u> first. All applicants should complete section A of the Affiliate membership form and must show photo ID. See below for details of other requirements	
<i>Membership will be until September 30th of the current academic year unless your course / staff contract ends sooner.</i>	
Membership available to:	Documentation required:
Staff and students from UK publicly-funded higher education institutions; SCONUL or M25 consortium institutions	Current ID card from your home institution <u>clearly showing your status</u>
Staff and full-time undergraduate students from a member institution of the SCONUL Access scheme, which is not also a UK publicly-funded higher education institution (see above)	Current ID card from your home institution and SCONUL Access reference card
Other researchers by application in writing to the Librarian	Letter from Birkbeck Librarian
Additional privileges:	Restrictions:
None	<ul style="list-style-type: none"> ✘ No borrowing ✘ No access to the Inter-Library Loans service or LAMP ✘ Access to Library PCs is restricted to use of catalogue and Library website only ✘ May not request material that is on loan

☞ When you have completed your application for Affiliate Membership, please keep this guide to remind you of your level of Library entitlements.

☞ Agreements with other institutions may change from time to time and permission to use the Library at the present time does not automatically guarantee permission to use the Library in the future.

☞ Like all our users, you will be expected to observe the Library regulations and Birkbeck College computing regulations, which are available on the Library and IT Services websites.

Visit our website for more information about the Library:

<http://www.bbk.ac.uk/lib/>