**University of Bristol Library: Library Card Registration SCONUL Borrowing Card**

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| I wish to apply for SCONUL Borrowing access for the length of my SCONUL award (free). This card will allow:* In person access to the Arts and Social Sciences Library and Wills Memorial Library during staffed hours
* Request of print books from other libraries for consultation/borrowing via ASSL
* Borrow up to 5 print books simultaneously

Alternatively, or while you wait for your membership card, Day Reader access is available for free, on-the-day immediate access to anyone over-16 years who has photo ID. Access is limited to ASSL and closed during busy exam periods: [Day Reader | Library | University of Bristol.](https://www.bristol.ac.uk/library/use/visitor-access/day-reader/) |
| **Reason(s) for wishing to use the library:** |

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| --- | --- |
| To be printed on card | Surname: |
| First name: |
| Full name on university ID if different from above: |
| Date of birth (for ID purposes):  |
| Full address: Postcode:  |
| Main Email address:  |
| University Email address (if not above): |
| Telephone number: |
| University:  |
| Tick as appropriate:[ ]  Band A: Staff [ ]  Band C: Taught Postgraduate[ ]  Band A: Research Postgraduate [ ]  Band B: Other - P/T, placement (**Band R not eligible**) |
| Degree Course (PhD, BSc, MA etc.) or job title if staff: |
| Status (e.g. Full-Time, Part-Time, Distance, Placement): |
| **I agree to observe the University of Bristol Library Regulations and notify any change of address to the library**\**The University of Bristol Library Regulations are available at the following link:* [*http://www.bristol.ac.uk/library/about/library-regulations/*](http://www.bristol.ac.uk/library/about/library-regulations/) **I have read the relevant visitor page and understand this card will not give me access to PCs, printing, nor eResource access**\**The visitor pages are available at the following link:* [*Visitor access | Library | University of Bristol*](https://www.bristol.ac.uk/library/use/visitor-access/) | ***Completing this box constitutes a digital legal signature and agreement to these 2 statements.***Date:  Name/signature: |

***Please send as attachments to*** ***lib-access@bristol.ac.uk*** ***in one complete email:***

1. ***this form***
2. ***a photo that follows the guidelines on the next page***
3. ***Register online for*** [***SCONUL Access,***](https://access.sconul.ac.uk/) ***this usually takes a few working days. Then attach a copy of your SCONUL email of authorisation - this will be from noreply@sconul.ac.uk, be titled 'SCONUL Access Approved', and include your Expiry Date, User Band and Application Status Accepted at the top of the email.***
4. ***a scan or digital photo of your university/library ID card or alternative photo ID***

*Processing times may vary, please see your application receipt for details on current waiting times and how to access the library whilst you wait. This form is sent to you subject to status checks, please do not share this form with any other visitors, advise them to contact us directly. If you wish to renew, please send us another complete application.*

**Photo Guidelines**

*Please attach a recent photo, taken with a digital camera (or scanned from a good quality printed image). Our card printing system needs photos in the below specific format, and unfortunately, we do not have the staffing to edit individual user photos.*

Your photo must be a recent **passport-style ID picture**:

* In ***colour***, with a light-coloured, preferably white, background.
* Looking straight at the camera with a relaxed face
* Make sure your hair does not cover your face
* If you wear glasses make sure that there are no reflections and your eyes can be clearly seen
* Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face
* If using flash, check there's no redeye glare
* If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows

**Format and Size**

Final image quality is important. Your image must:

* be JPEG format and named ‘YourSurname, YourFirstname’. An example filename is: Smith,John**.jpg** or Smith,John**.jpeg**
* have dimensions at least 390 pixels by 520 pixels; portrait format. (most cameras and camera phones will produce images bigger than this)
* be between 20 Kb and no bigger than 10 Mb in size
* If you scan a photograph: Set the scanner resolution to a minimum of 300 dpi (dots per inch). Crop the image in the scanner to the edge of the photograph, then use the upload editor to crop the image to the final size.
* You can check image dimensions and size by listing the folder files or moving the mouse over the file image icon.

