

UNIVERSITY LIBRARY

Policy:	Membership and access
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Ratified by:	SMT
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1. **Membership categories and entitlements**

1.1 Students

UL membership is an entitlement of all students who are registered as current on the SITS database.

1.2 Staff and related categories

UL membership is an entitlement of:

- employees of Anglia Ruskin University
- designated Visiting and Emeritus academics
- Governors of our University
- Directors of Anglia Ruskin University subsidiaries
- staff who teach or support Anglia Ruskin students in designated collaborative partner institutions
- employees and sabbatical officers of Anglia Ruskin Students' Union.

1.3 External members

In order to extend access to our services and resources we have set up a number of external member categories with limited entitlements. We review these from time to time.

1.4 Membership categories, entitlements and conditions are published in full on our web site at:

<http://libweb.anglia.ac.uk/members/members.htm>.

1.5 Membership is available to individuals only, not to organisations.

- 1.6 All those with full membership of the University Library (as set out in 1.1 and 1.2) need their university ID card to use our services. External members are given a library card.
- 1.7 Access to digital information is governed by licence agreements with publishers. The conditions of these licences mean that we can only offer full and unrestricted access to the member categories specified in 1.1 and 1.2. External members may have access to a subset of our digital collections under certain conditions, as set out at:

http://libweb.anglia.ac.uk/others/public_services.htm

2. Membership duration and renewal

- 2.1 **Students**
Students have membership for the duration of their course until they achieve the award or leave the university. The continuation of membership is taken from centrally held student data. Students update this via e-vision.
- 2.2 **Staff**
Staff membership is renewable on an annual basis to enable us to check that the data held is current. This will be reviewed when the new HR system is fully implemented.
- 2.3 **External members**
External membership is for one year and can be renewed with payment.

3. Dual Staff/Student memberships

- 3.1 Anglia Ruskin staff who are also registered as students with our University can have both a staff and a student library account. This is because they may legitimately require a separate loan allowance for each of these categories of membership.

4. Reciprocal memberships

- 4.1 The University Library participates in a number of reciprocal access schemes in order to maximise access for e.g. researchers; part-time, off-campus and placement students; and students registered at Collaborative Partner Institutions. These schemes include SCONUL Access. Full details published on the website at:

<http://libweb.anglia.ac.uk/helpdesk/others.htm>.

5 Member records: creation and updating

- 5.1 In the interests of data integrity, SITS downloads are the sole source for student record creation and amendment in the Library Management System. Staff and other records are added and amended manually (pending the new HR system for staff record uploads).

Staff records need only contain one contact address, generally the work address, but can optionally include the home address.

6. Member records: retention and deletion

- 6.1 Please refer to our policy statement: *Retention of personal and transactional data in the Library Management System*.

7. Data protection

- 7.1 Data protection of records

No information about a member will be given out to a third party. Proxy forms can be used for a member to allow someone to act on their behalf.

- 7.2 Subject Access requests

These are requests (under Data Protection legislation) made by people for all information our organisation holds on them. All such requests should be channelled through the Office of the Secretary & Clerk. Within the UL these will be dealt with by the Systems Librarian for checking Aleph records; and by the Office Managers for checking paper records. Copies of all paper records relating to UL members will be passed to the appropriate Office Manager for filing.

8. Visitors

- 8.1 Visitors to the library are required to sign in at the local library reception point. Children should be accompanied at all times – reference should be made to the Anglia Ruskin University Policy on Children. (Children are defined by University policy as: those aged under 16):

<http://rmd.anglia.ac.uk/document.asp?id=105§ionid=17>

Group visits must be arranged via the Anglia Ruskin University External Liaison team.