

M25 Access and Borrowing Scheme Library Staff Guide

Registering a user with the M25 Access and Borrowing Scheme

1. To register with the M25 access and borrowing scheme the user must be in good standing with your library (i.e. have no outstanding debts or record of bad debts) and be either
 - a staff member on an open or fixed term contract OR
 - postgraduate research student registered for a qualification awarded purely by research.
2. Issue a M25 Access and Borrowing Scheme card for:
 - the duration of the user's library registration or
 - the duration of the user's institutional I.D. card validity or
 - for one yearwhichever is the shorter period. Advise the user that their membership of the Scheme may be extended if their employment or registration continues.
3. Stamp the M25 Access and Borrowing Scheme card on the reverse with your library stamp and sign it against **Authorising signature**.
4. Advise the user that they must present **both** their M25 Access and Borrowing Scheme card **and** their library card when registering with participating libraries. Advise the user to contact the library/libraries they wish to join **before** their first visit. This will enable them to check opening hours and other local conditions (for example, new tickets may only be issued during office hours, also it is possible that they will need to supply a passport sized photograph). It is possible that they will not be able to borrow on their first visit. An alphabetical list of all M25 libraries containing links to contact details and catalogues can be found at <http://www.inform25.ac.uk/Guide/directory>
5. Inform the user that not all M25 libraries are members of the Scheme and advise them where they can find the list of participating libraries which you hold.
6. Provide the user with a copy of the M25 Access and Borrowing Scheme User Guide.

Retaining application forms

1. Application forms should be kept for the duration of the card in case of any query over membership.
2. The forms will also be needed to return statistics to the M25 Consortium on the numbers of cards issued each year.

In the event of default

1. Arrangements for recovering debts from M25 Access and Borrowing Scheme card holders follow the normal pattern of reminders etc. for external readers, after which time the debt may be recovered from the home institution library.
2. Arrangements for withdrawing membership from M25 Access and Borrowing Scheme card holders follow the normal pattern for external readers, after which time membership of your library may be withdrawn.