

M25 Access and Borrowing Scheme User Guide

To borrow from participating M25 libraries:

- The list of participating libraries is available from your home institution library and at <http://www.inform25.ac.uk/VAL/M25schemelist.pdf>
- Obtain an *M25 Access and Borrowing Scheme* application form from your home institution library. You must be registered as a library user and be in good standing (i.e. having no debts at your home library or not having seriously infringed their rules)
- Complete the application form to request an authorised *M25 Access and Borrowing Scheme* card at your home institution library. You will need this to join participating M25 libraries.
- Your *M25 Access and Borrowing Scheme* card will be valid for one year from the date of issue, or until your course or contract ends if earlier.
- Contact the library/libraries you wish to join **before** your first visit. This will enable you to check opening hours and other local conditions (for example, new tickets may only be issued during office hours, also it is possible that you will need to supply a passport sized photograph). 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>
- Take your *M25 Access and Borrowing Scheme* card **and** your library/ID card (from your home institution) along with you to your chosen library/libraries, where you will be issued with a library card. Please note it will not always be possible to borrow on your first visit.
- You undertake to abide by the rules of the library you wish to use. You will be responsible for any fines or replacement costs incurred
- Check the expiry date on the library card which is issued to you. It may expire earlier than your *M25 Access and Borrowing Scheme* card depending on the procedures of the library you have joined.

Further guidance

- IT facilities / electronic library services are not normally included within *the M25 Access and Borrowing Scheme*.
- The availability of some collections for external borrowing may be limited.
- Data Protection: personal data supplied by you will be used only for the purposes of administering the scheme, including the transfer of data between home and host libraries and vice versa.
- Membership may be withdrawn from any user of the *M25 Access and Borrowing Scheme* who infringes the rules and regulations of any M25 library visited by that user.