

**University of Leicester  
University Library**

**Access Scheme for AS and A level students aged 16 - 18 years  
and students aged 18 years and over from non C-ULN Colleges**

**Students who are aged 16 to 18 and studying for AS or A levels and students aged 18 years and over who are not from one of the Colleges-University of Leicester network (C-ULN) member colleges** will be granted free reference access weekday evenings from 6pm and all day at the weekends during term-time, and all day during vacations (excluding January, May and June), on production of this form which has been completed, authorised and signed by their Head of School or College or a designated named tutor/librarian and then stamped with the official school or college stamp.

Applicants must have been registered with their home library for a minimum of 10 weeks and be in "good standing" (i.e. have no debts to their home library or not infringed the rules of their home institution) and should be 16 years or over.

Access to the University Library does not include access to electronic resources or access to computing facilities and printing.

**LETTER OF INTRODUCTION TO THE UNIVERSITY LIBRARY**

This is to confirm  
that .....  
(full name of student)

of .....  
(name of Institution)

Library number  
.....

Date of Course Completion .....

Is in good standing with the School or College Library and is (please delete as appropriate)  
A) a student aged 16 to 18 years currently studying for their AS and/or and A levels or  
B) a student currently studying with the college and is over 18 years old

Please extend **reference only** facilities to him/her under the terms of the Access Policy for AS and A level and non C-ULN college students. I confirm that they understand that they are subject to the rules and regulations of the University Library.

Date Issued.....

**School or College Stamp**

Authorising signature.....

Name and Position .....

**Please take this form with you to gain initial access**

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Students who are aged 16 to 18 and studying for AS or A levels and students aged 18 years and over who are not from one of the Colleges-University of Leicester network (C-ULN) member colleges are given free reference access to the University of Leicester Library on the understanding that:

1. The scheme is only open to students aged 16 years or over on AS or A level programmes and students aged 18 years and over on a course operated by the applying school or college, and where those students have full access and borrowing rights at their home institution's library.
2. Access to the University Library is required in order that the student may have access to material not available to them in their home library. It is not a substitute for their own library, and does not offer access solely on the basis of student's requiring a place to study.
3. The scheme is offered on the understanding that home institutions are responsible for their own students. Use of the scheme does not in any way limit or replace this responsibility.
4. The scheme does not allow access to electronic resources, computing and printing facilities.
5. Users of the scheme must have been registered with their home library for a period of 10 weeks or more prior to applying to use this scheme and be in possession of a current library identity card. Users of the scheme must be in good standing with their home library.
6. The University Librarian retains the right to determine who may apply to use the scheme, and may exclude individuals or Institutions from the scheme.
7. The Head of the respective School or College is responsible for verifying the good standing of their students and ensuring the appropriate use of the scheme.
8. Membership of the Library lasts for one year or the period of registration or the length of the course whichever is the shorter period. Membership may be renewed.
9. Users of the scheme are subject to the rules of the University Library, including observing the requirements to maintain a quiet study environment.
10. Users of the scheme must produce this signed and authorised access letter and their home library card on their first visit. They must be prepared to show their home library card from their home institution on any subsequent visits.
11. Membership may be withdrawn from any user of this scheme who infringes the scheme rules or the rules of the University Library.
12. The responsibility to provide induction and training in the use of libraries rests with the home institution.

**TO AVOID DISAPPOINTMENT, IT IS WISE TO PHONE OR CHECK WEB PAGES FIRST TO  
CONFIRM OPENING TIMES**