



OXFORD
UNIVERSITY
LIBRARY
SERVICES

GETTING AN OXFORD UNIVERSITY
LIBRARY SERVICES READERS' CARD

LIBRARY

| CURRENT MEMBERS OF OXFORD UNIVERSITY

If you are currently attached to an Oxford University institution (as an employee, student, or academic visitor), your University card serves as your library card. If you do not have one, do not use the library card form but ask your department/college administrator about obtaining a University Card.

| OTHERS STUDYING AT THE UNIVERSITY

If you are an officially registered Visiting or Recognised Student, you should not use the library card form but should ask your college or department about obtaining a University Card.

Members of summer schools organised in association with Colleges and Departments, and of other organised 'study in Oxford' schemes for students who do not pay composition fees to the University, may be admitted in accordance with agreements reached between course organisers and Oxford University Library Services; contact the course organiser for information.

| GRADUATES OF THE UNIVERSITY OF OXFORD

If you are a graduate of the University of Oxford, please complete **Form A**. We shall need to confirm your status with the relevant University authorities. (Please note that 'The Oxford Alumni Card' is issued to a wide variety of people and does not in itself confirm that you are an Oxford graduate.)

| OTHERS ENGAGED IN CURRENT ACADEMIC RESEARCH

If you are currently a staff member or research postgraduate of another university or academic institution, please complete **Form A**. We shall need supporting evidence of (a) your identity, (b) your institutional affiliation, (c) your status within the institution and (d) an end date for this status. (If you are a UK academic researcher a SCONUL Access card will satisfy these requirements.) If you require access to our Special Collections (see below) please complete **Form B** also.

| OTHERS ENGAGED IN CURRENT ACADEMIC LEARNING

If you are an undergraduate or taught-course postgraduate of a university outside Oxford (apart from those resident in Oxford on a programme, for which see above) we shall normally admit you only during Oxford University vacations. Please complete **Form A**. We shall need supporting evidence of (a) your identity, (b) your institutional affiliation, (c) your status within the institution and (d) an end date for this status.

If you are a student on a course below degree level, you cannot usually be admitted (except, during Vacation, if you can show that you have been instructed to read certain material before starting a degree course the following term). If exceptions to these terms are sought, you (or your tutor or supervisor where appropriate) should write at least ten working days in advance of your visit.

| PRIVATE RESEARCH AND STUDY

If you do not have a current academic status and are studying or doing non-commercial research independently, you must satisfy us that you are engaged in research work for which access to our libraries is necessary, and that you will treat library material with care.

Please complete **Form A** and **Form B**. We shall need supporting evidence of (a) your identity and, where relevant, (b) your institutional affiliation, your status within the institution and an end date for this status.

If we believe that your needs can be met more appropriately by other libraries we shall advise you accordingly.

| COMMERCIAL RESEARCH AND STUDY

If you are engaged in commercial research or study you must satisfy us that you are engaged in serious work for which access to our libraries is necessary, and that you will treat the library material with care.

Please complete **Form A** and **Form B**. We shall need supporting evidence of (a) your identity and, where relevant, (b) your institutional affiliation, your

status within the institution and an end date for this status.

If we believe that your needs can be met more appropriately by other libraries we shall advise you accordingly.

You should bear in mind that many online resources are licensed only for use by members of the University and so may not be available to you; and that for almost all such resources the Library's agreement with the information provider prohibits the use of them for commercial purposes. In addition, making or requesting photocopies from library material can only be done under licence. Single-copy licences are available for purchase in several libraries.

| ACCESS TO ELECTRONIC RESOURCES

All applicants should bear in mind that many online resources are licensed only for use by members of the University and so may not be available to others. The great majority, however, are available from library computers or from other computers while they are connected to the library network.

| SPECIFIC REQUIREMENTS - USING THE LIBRARIES

Many libraries in Oxford University Library Services are in old, historic buildings which may present difficulties for those with special needs. If the material you require is located in such a building, we will arrange to deliver it to you at an accessible location.

The Admissions Office itself is on the ground floor of the Clarendon Building, reached by a minimum of 6 steps (including 3 steps up to the office itself) with no handrail. Please ask for advice before arrival. If you cannot reach the Office we can arrange to meet you elsewhere on library premises.

The Office has a portable hearing loop, magnifier, daylight lamp and coloured acetate sheets available upon request.

If you want to tell us of any special needs which might affect your use of the libraries - for example, relating to walking, using stairs, reaching or using library materials - please do so. If you have an assistant whom you want

to accompany you to help you use the libraries, please let us know. (The assistant must also complete an application form.)

This guide is available in large format, Braille or audio (DAISY/MP3 formats) upon request.

| OTHER NOTES

Subject (Form A)

Having details of your subject of study will help us to direct you to the most appropriate locations and resources.

Your data (Form A)

The information you supply will be used by the University of Oxford for administrative purposes in connection with your library membership within the terms of the Data Protection Act 1998. We shall not supply it to third parties.

Unless you disagree (by ticking the box on **Form A**) we may from time to time send you details of services, resources available, events, exhibitions, surveys and other matters relating to our libraries.

Statement of research need (Form B)

If you are not already a professional academic researcher, please tell us why you need to use our resources. Typically this may be because the material is not available elsewhere, or because our collections have particular strengths which cannot easily be found in one place otherwise. Helpful evidence would be a note of the other libraries/resources you have already used, and/or a list of specific items or collections of material which we hold and you wish to consult. Our main library catalogue available at library.ox.ac.uk may help you to do this; other published or web-based catalogues are also available.

Reference (Form B)

It is helpful for us to have details of a professional person (not a relative) who can verify your need if required.

Special Collections (Form B)

By 'Special Collections' we mean manuscript material of any date, ephemera, material published before 1801, material in the named collections, or other rare material. We have a particular duty to conserve and preserve these materials, most of which are irreplaceable and many of which are very valuable. If you want access to such material we therefore ask you to have a colleague (a professional person not a relative) corroborate your requirements (this may be the same person whose name is given as a reference where applicable). This should be done on the basis of the completed Statement of Research Need, which should identify the particular material you are interested in.

If you are not sure whether the material you are interested in falls within the scope of 'Special Collections', please contact the Admissions Office before you complete our form, so that we may advise you.

WHERE TO FIND US

OULS Admissions Office
Clarendon Building, Bodleian Library
Broad Street, Oxford OX1 3BG

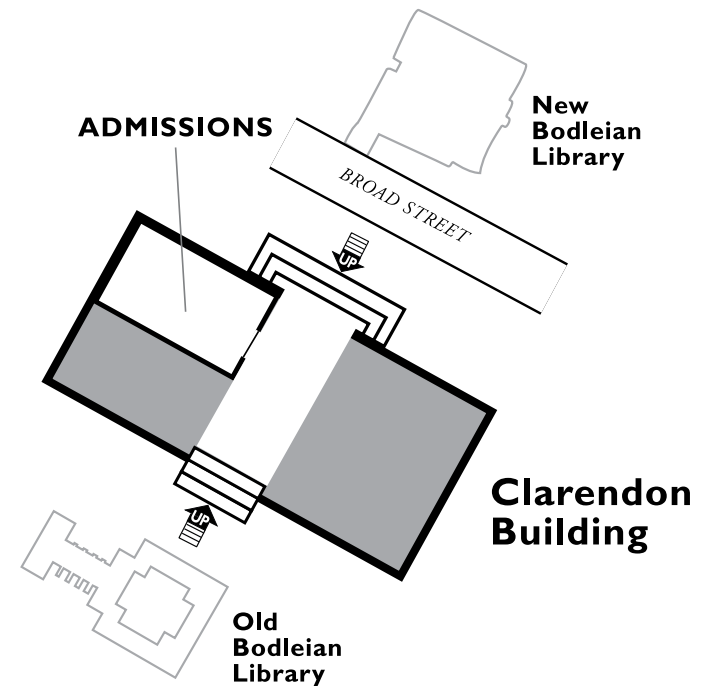
Tel: +44 (0) 1865 277180

Fax: +44 (0) 1865 277105

Email: admissions@bodley.ox.ac.uk

Web: <http://www.ouls.ox.ac.uk/services/admissions>

Catalogues: <http://www.ouls.ox.ac.uk/libraries>





NOTES

This leaflet is also available online in alternative formats (<http://www.ouls.ox.ac.uk/guides>). Please contact aracu@ouls.ox.ac.uk for requests for Braille and audio.