

Operating Principles

1. SCONUL Access is a co-operative venture between higher education libraries.
2. Membership of SCONUL Access is open to all full members of SCONUL. Full members of SCONUL may extend the benefits of SCONUL Access to registered students who are either (a) registered and taught at the full member institution itself, or (b) registered on franchise programmes of the full member institution, where these programmes are delivered at an institution principally funded by one of the funding bodies of the various UK government administrations or by the Higher Education Authority in Ireland.
3. SCONUL Access offers reciprocal access and borrowing facilities as detailed below. However member libraries should note that SCONUL Access card holders qualify as walk in users as defined by JISC and EduServe.
4. SCONUL Access institutional members choose to offer a level of service under the scheme by selecting an appropriate combination of the following options.

Band A Borrowing to staff and research students studying for degrees awarded by research.

Band B Borrowing to:

- part-time and distance learning students on courses running for a minimum of one academic year and leading to a higher education award.
- full-time students on placements of six or more weeks if they are on courses running for a minimum of one academic year and leading to a higher education award. Where there are successive placements of six or more weeks separated by short periods of study at the home university, membership may be granted to the end of the last placement period in order to minimise administration of the scheme.

Reference access to full time undergraduates plus any other types of user not offered borrowing rights under the level of service selected by an individual institutional member.

Band C Borrowing to full-time postgraduates studying for taught course degrees

5. SCONUL Access institutional members should inform the SCONUL Access administrator(s) of their offer and ensure that it is clearly communicated on their website. The SCONUL Access administrator(s) will ensure that the offers of each institution are accurately displayed on the SCONUL Access website.
6. Member libraries offering borrowing rights under the scheme are required to lend general library material, BUT may restrict access to electronic services, short loan collections or specialist material.
7. As a minimum the borrowing entitlement offered to SCONUL Access users will be the same as that already given to external borrowers by the host library.

8. Users of the scheme must be registered with their home library and in possession of a current library / identity card. Users of the scheme must be in good standing with their home library.
9. Individual membership lasts as appropriate for:
 - the duration of the user's library registration or
 - the duration of the user's institutional I.D. card validity
 - the duration of the user's placementor
 - three yearswhichever is the shorter period. Individual membership may be renewed if the employment, course or placement continues.
10. Users of the scheme are subject to the rules of the library that they visit ('the host library') and are responsible for any debts or charges incurred. Host libraries have the right to charge home libraries when such charges can not be recovered directly.
11. Users of the scheme must be prepared to show their SCONUL Access card and a library / id. card from their home institution when visiting participating libraries. SCONUL Access cards alone are not valid for identity purposes and may only be used as proof of entitlement to borrowing or access rights as applicable. SCONUL Access users will be issued with a membership card by each host library that they use. SCONUL Access cannot be held responsible for users refused entry.
12. Membership of the SCONUL Access scheme may be withdrawn from any user of the scheme, who infringes scheme rules or the rules of a host library.
13. The responsibility for induction and training in the use of libraries rests with the home institution.
14. There is no subscription to become an institutional member of SCONUL Access but participating libraries will be required to purchase SCONUL Access stationery and publicity materials for their own use.
15. Participating libraries are required to maintain statistics of use as decided by the SCONUL Access Steering Group and to provide them to the scheme administrator(s) when required.
16. All libraries joining SCONUL Access agree to commit themselves to these principles and no variation is permitted unless agreed by the SCONUL Access Steering Group.
17. Institutions wishing to join SCONUL Access must submit an application to the SCONUL Access administrator(s).
18. Institutions wishing to leave SCONUL Access or cease providing IT access must give notice of not less than one academic term to the SCONUL Access administrator(s).