

Access Application Form

The Glucksman Library's primary aim is to support UL staff and students. Access may be provided to visitors with a valid research need, subject to certain criteria. **All applicants must apply in advance.** This is available as an online form at www.ul.ie/library under "Accessing the Glucksman Library."

Applications will be processed within 3 working days after which applicants will receive an email from the library. The Library reserves the right to decline applications on a number of grounds, for example exam times, space restrictions, seat shortages, etc. Access may be withdrawn at the discretion of the Library Director. Access does not include access to the Library's electronic resources.

Title (Ms. Mr., Dr., etc.): _____

Name: * _____

Address: * _____

Email: * _____

Mobile number: _____ - _____ Home phone _____ - _____

Reason for visit/research need _____

Access category under which the application is being made (see overleaf):

Member of the public UL alumni (free) Mary Immaculate College

Non UL students: ALCID SCONUL AUA

MusicPAL HEA student Second level

BTiS membership: Personal Alumni borrowing Corporate

Other: _____

I confirm that the information above is true and accurate. I agree to abide by the Library's Code of Conduct and Acceptable Usage Policy:

Signed: _____ Date: ____/____/20__

Library staff only:

Approved Declined Reason for decline _____

Completed by: _____ Email sent: Yes Date sent: _____

(Library staff member)

Access Categories

Members of the public

Members of the public may apply for a day pass, to a maximum of three day passes per year, if they can demonstrate a valid research need to consult the Library's collections. Applicants must apply in advance. Visitors to Special Collections should also make an appointment by emailing specoll@ul.ie in advance. Those who require longer term access including borrowing rights can apply for fee-based personal membership through BTIS.

Mary Immaculate College

All students and staff of Mary Immaculate College are admitted to the Glucksman Library on production of their Mary Immaculate ID card. Staff and research postgraduates may need to contact the Information Desk in the Glucksman Library if their card does not work at the point of entry. This is due to differences between record systems in UL and Mary Immaculate.

UL Alumni

UL alumni may apply for a card which allows access without borrowing. Cards are issued for a three year period, after which members must reapply. Applicants must then bring their old UL ID card or proof of graduation plus photo ID. Alumni who wish to borrow can apply for fee-based membership through BTIS.

ALCID Research

This is a co-operative access scheme between Irish higher education libraries. It gives access, but not borrowing rights, to full-time academic staff and postgraduate students from [ALCID institutions](#). Applicants must apply in advance to access the Glucksman Library, and bring an ALCID card from their home library plus their home institution ID card.

SCONUL Access

This is a co-operative scheme which covers most of the university libraries in the UK and Ireland, and allows access and borrowing for staff and postgraduates. Applicants must apply in advance, via the SCONUL website and may be approved by their home library. They must bring the email approval letter from their home library plus their home institution ID card to the visiting library.

Atlantic University Alliance (AUA)

This is a cooperative scheme that allows access and borrowing for students doing [AUA courses](#) at UL, UCC and NUIG. Applicants must apply in advance to access the Glucksman Library, and bring proof of participation in an AUA course plus their home institution ID card.

MusicPAL

This is a [cooperative scheme](#) that facilitates access to music information and materials available across a broad range of libraries and archives throughout the island of Ireland. Applicants must apply in advance to access the Glucksman Library.

Students and staff from designated HEA institutions (includes Institutes of Technology)

Students and staff not covered by the above schemes can apply for a day pass, to a maximum of three day passes per year, to consult the Library's collections. Applicants must apply in advance and bring a letter of introduction from their home library plus their home institution ID card.

Secondary School Service

Secondary school teachers and students may apply for a day pass, to a maximum of three passes per year. Applicants must apply in advance and must bring a letter of introduction from the school principal's office. Teachers may apply in advance to bring small groups of students to visit the Library.

BTIS

BTIS is the library's fee-based service. Members have access and borrow rights from the Library. Applicants must apply in advance and on processing of their request, must provide photo ID, proof of address and the relevant fee.

Subscription rates	Rate	VAT @23%	Total
Personal Membership (12 months)	€150	€34.50	€184.50
Personal Membership (6 months)	€80	€18.40	€98.40
Alumni - access & borrowing (12 months)	€75.00	€17.25	€92.25
Alumni – access & borrowing (6 months)	€50	€11.50	€61.50
Corporate membership (annual only)*	€400	€92	€492
Additional corporate card (named individual)	€50	€11.50	€61.50