

From the page, <http://www.sconul.ac.uk/sconul-access> complete steps 1 and 2 as shown. Click on 'Find' and then 'See results as a list' and choose a library that you wish to visit. (Please note that it isn't too important which library you select, as the email confirmation you receive upon joining the scheme will give you access to all member libraries.)

The screenshot shows a Mozilla Firefox browser window displaying the SCONUL Access website. The browser's address bar shows the URL www.sconul.ac.uk/sconul-access. The website header includes the SCONUL logo, a navigation menu with links for 'home', 'about sconul', 'news', 'events', 'publications', and 'sconul access', and a search bar. A 'Welcome Steven Ellis' message and a 'Logout' link are visible in the top right.

The main content area is titled 'SCONUL Access' and contains the following text:

SCONUL Access is a scheme which allows many university library users to borrow or use books and journals at other libraries which belong to the scheme, The scheme covers most of the university libraries in the UK and Ireland.

If you are:

- an academic on an open or fixed term contract
- a postgraduate research student registered for a PhD, MPhil or similar qualification
- a part-time, distance learning and placement student
- or a full-time postgraduate

and your university or college is a member of the scheme, you may be able to borrow from other college or university libraries.

If you are:

- a full-time undergraduate student
- or staff of a small number of higher education libraries not participating in the scheme

and your university or college is a member of the scheme, you may be able to use the resources of other college and university libraries for reference.

The registration form consists of two steps:

STEP #1: tell us what kind of user you are: A dropdown menu is set to 'Part Time Postgraduate'.

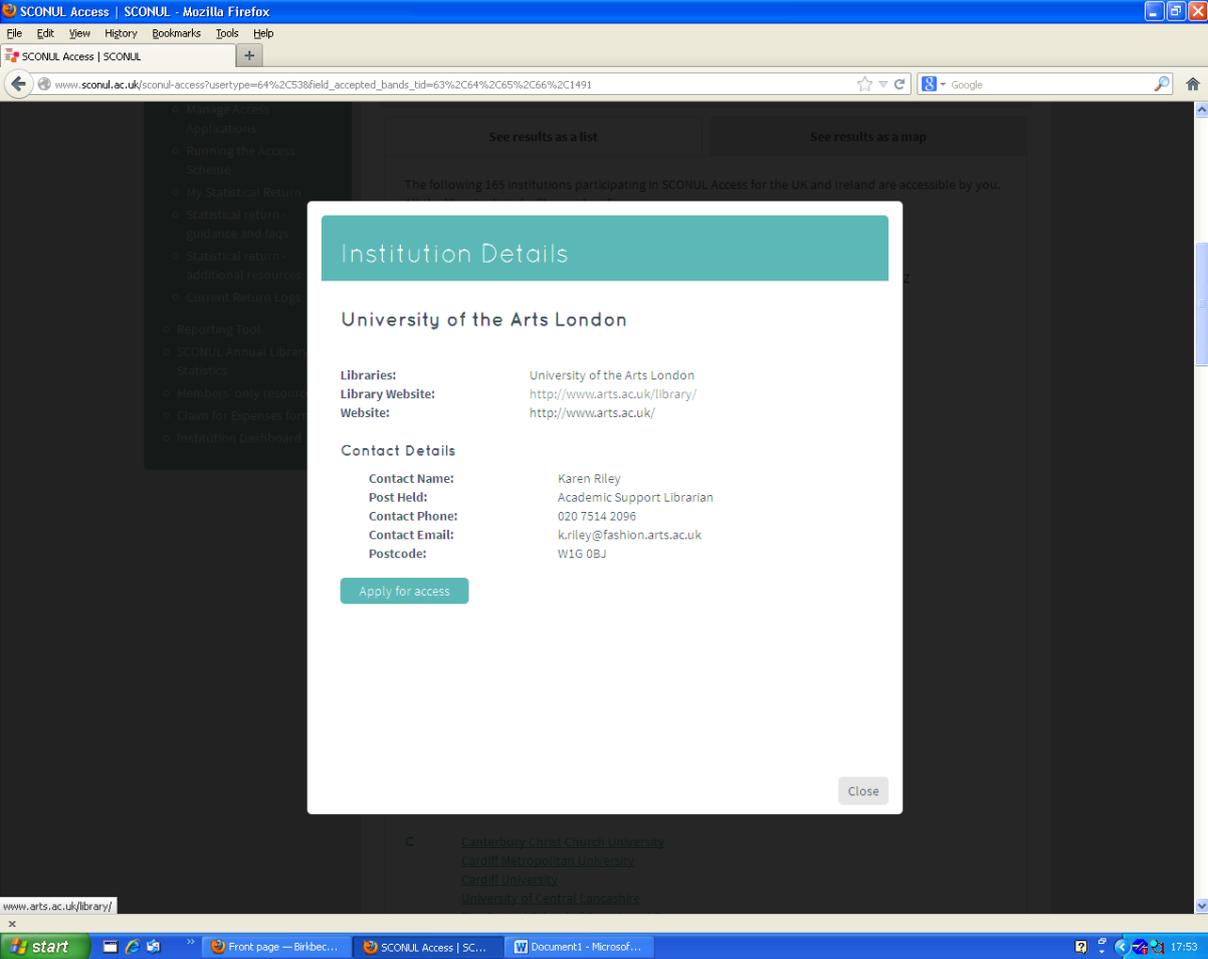
STEP #2: Tell us the name of your institution: A dropdown menu is set to 'Birkbeck, University of London'.

A 'Find' button is located at the bottom right of the form.

The left sidebar contains a 'SCONUL Access menu:' with links to 'About Access', 'How does the Access scheme work?', 'General user guide', 'Using computers', 'Frequently asked questions', 'SCONUL Vacation Access Scheme', and 'Information for library staff'. Below this is a 'Members:' section with links to 'List of SCONUL members', 'Academic Content and Communications', 'Performance and Quality', 'Shared and Collaborative Services', 'User Experience and Success', 'Leadership and Planning', 'My SCONUL', 'Manage Access Applications', and 'Running the Access'.

The Windows taskbar at the bottom shows the Start button, several open applications (Front page - Birkbec..., SCONUL Access | SC..., Document1 - Microsof...), and the system tray with the time 17:52.

You will next see a screen like the one below. Click on the 'Apply for access' button.



Fill out your details in the form which then appears, and submit the application.

The screenshot shows a web browser window with the title "Library Access Application Form | SCONUL - Mozilla Firefox". The address bar shows the URL: "www.sconul.ac.uk/page/library-access-application-form?mid=1491&institution=University+of+the+Arts+London&user_type=53". The page features the SCONUL logo and a navigation menu with links for "home", "about sconul", "news", "events", "publications", and "sconul access". A search bar is visible with the text "Welcome Steven Ellis" and a "Logout" link. The main content area is titled "Library Access Application Form" and contains the following sections:

- SCONUL Access menu:**
 - About Access
 - How does the Access scheme work?
 - General user guide
 - Using computers
 - Frequently asked questions
 - SCONUL Vacation Access Scheme
 - Information for library staff
- Members:**
 - List of SCONUL members
 - Academic Content and Communications
 - Performance and Quality
 - Shared and Collaborative Services
 - User Experience and Success
 - Leadership and Planning
 - My SCONUL
 - Manage Access Applications
 - Running the Access
- Library Access Application Form:**
 - To be eligible for SCONUL Access you must:**
 - Be a registered library user at a home university or college which supports your type of user.
 - Be considered "in good standing" (i.e. have abided by the library rules, paid library debts etc.)
 - Please note that by filling in this form and submitting it to your home library, you are applying to join SCONUL Access. This will be your passport to a wealth of Higher Education libraries; **you do not need to make multiple applications** via this form. Personal information supplied by you will be used only for the purposes of administering the scheme, including the transfer of data between home and host library and vice versa.
 - You are planning to visit:**
 - University of the Arts London
 - Form fields:**
 - First name *
 - Family Name *
 - Email address *
 - Library or ID Card number *
 - Library user type * (Selected: Part Time Postgraduate)
 - Agreements:**
 - I agree to be bound by the rules and regulations of all the libraries I apply for and/or use *
 - I would like to receive information from your college or university's SCONUL Access representative
 - Submit** button

Your email is then sent to the library and a member of staff will validate your application and send you an email. Please check the rules of the library you wish to join before visiting – they will usually require a printout of the email, and they may also require your ID card or another form of ID. Some libraries will only permit you to join at specific times.