

# Visitor access to our Library Services

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# Introduction

The University of Chichester Library Service is committed to open access for staff and students and its wider communities. This leaflet aims to advise on access arrangements.

## **University of Chichester staff and students**

All current University of Chichester staff and students have full access to the Library Service.

University of Chichester students who are intermitting or are preparing for study with us are welcome to use the Library (please note there is a £10 administration charge for pre-entry and intermitting students). Students who are continuing to study with us as PGCEs or MAs are entitled to Associate membership free of charge, until the start of their course.

Categories include:

- Bursary Students
- M Phil (Probationary) Students
- Pre-entry courses
- Intermittent students

## **Members of the public**

You may use all open access material for reference use only. We also offer a 'Walk-in Access' scheme for use of Microsoft Office, our electronic resources, and Wi-Fi access to the internet. To arrange this please visit the reception desk and bring both a photo ID and a proof of address. If you wish to have borrowing rights then you may apply to become an Associate Member.

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## Associate membership

Annual fee: £25

To apply for membership please bring both a photo ID and a proof of address. Membership entitles the user to borrow 10 items at any one time. These items must be either the 28 day or 7 day loan types.

## Academic visitors

Staff and students from over 170 university and higher education institutions in the UK and Ireland may use our libraries as SCONUL access visitors. Check the list of SCONUL access member libraries to ensure your institution participates.

Your printed e-mail confirmation plus your own institution's library card is required. To find out more about the scheme, who is eligible, what services are available and how it works, visit

<http://www.sconul.ac.uk/sconul-access>.

Access to the UK Higher Education (Eduroam) Wi-Fi network is available for users from participating institutions and allows secure access to the Internet.

## Alumni

Alumni are entitled to Associate Member status free of charge.

## Retired members of staff

Retired members of staff from the University are entitled to Associate Member status free of charge.

## Chichester diocese

Chichester Theological College and Diocesan Members:

- Former Chichester Theological College members
- Diocesan members of the See of Chichester
- Diocesan members of the See of Portsmouth

are all entitled to free Associate Membership in order to borrow items. We advise that new users bring proof of their identity or contact the Library prior to their first visit so that a library card can be prepared (email [help@chi.ac.uk](mailto:help@chi.ac.uk))

## Corporate membership

Business, educational, and charitable organisations who wish more than one person to become members of the library can apply for Corporate Membership. This offers Associate Membership for a maximum of ten employees.

Please apply in writing to the Director of Learning and Information Services (details below). Once an application is approved, the organisation will be invoiced. After payment has been received, named members will be issued with a Library Associate Membership card providing access to our Libraries. Library cards are not transferable and individuals are responsible for items issued to them.

Corporate membership annual fee: £200

## Partnerships

The University of Chichester has a number of partnerships with institutions which may allow access to the Learning Resource Centres and their resources and facilities. These include:

- Chichester College
- West Dean College

Please apply in writing to the Director of Learning and Information Services:

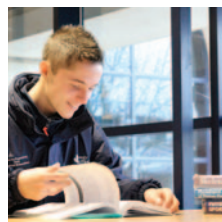
Learning Resource Centre  
Bishop Otter Campus  
College Lane  
Chichester  
West Sussex  
PO19 6PE

## Partnership Schools

For the University of Chichester's current Partner Schools, the Library Service is pleased to provide Associate Membership for a maximum of ten staff members for £160 per annum. Small schools may prefer to take discounted individual Associate Membership of £20 per annum per person. Please contact the library team at [help@chi.ac.uk](mailto:help@chi.ac.uk) if this is of interest to you.

## Dome Enterprise Centre (DEC) Members

Dome Enterprise Centre (DEC) members are entitled to free Associate Membership.



### Further information

For campus information, including details of our parking arrangements, please visit:  
[www.chi.ac.uk](http://www.chi.ac.uk)

For more information on Library Services, please visit:

<https://www.chi.ac.uk/search/course-search/academic-life>

## Summary of fees

| <b>Category</b>                           | <b>Borrowing rights</b> | <b>Price</b> |
|---|-------------------------|--------------|
| Day Visitors                              | No                      | n/a          |
| Academic Visitors                         | Yes                     | Free         |
| Alumni                                    | Yes                     | Free         |
| Chichester Diocese                        | Yes                     | Free         |
| Retired staff                             | Yes                     | Free         |
| Bursary Students                          | Yes                     | Free         |
| PGCE/MA pre-course<br>continuing students | Yes                     | Free         |
| M Phil (Probationary)                     | Yes                     | Free         |
| Pre-entry courses                         | Yes                     | £10          |
| Intermitting students                     | Yes                     | £10          |
| Associate membership                      | Yes                     | £25          |
| Corporate Membership                      | Yes                     | £200         |



Learning Resource Centre  
Main Reception

**Find out more**

Tel: 01243 816222

Email: [help@chi.ac.uk](mailto:help@chi.ac.uk)

Web: [www.chi.ac.uk](http://www.chi.ac.uk)

Twitter: [@chiunilib](https://twitter.com/chiunilib)

Instagram: [chiunilib](https://www.instagram.com/chiunilib)

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