



**FOR REFERRED USER ACCESS TO
UNIVERSITY LIBRARIES
- Along the Thames Valley -
TV-INSPIRE**



OPERATION

STAGE 1: The individual who requires further information (not available from the Public Library) for their research must first approach a librarian within their public library for access to relevant information. If the librarian cannot access relevant information and knows that a member University has this subject support within, then go to Stage 2. (THE INDIVIDUAL MUST HAVE NO OUTSTANDING CHARGES)

STAGE 2: The referred individual is then given a form to fill in with the librarian, the date of access is agreed and will be the start date of the form.

STAGE 3: The individual then either contacts the selected university library to arrange a visit or turns up at the university (with the completed form in both cases). (A call by the individual may be necessary to agree a date and time – this is advised).
(Duration of form: Max 3 weeks after receiving the form – One form per individual).

STAGE 4: The referred individual brings relevant documentation (Valid referral form, photo ID and library card) to the University. The card is handed in on request.

FLOW CHART

Request form from their public library signed by the individual and librarian highlighting request/needs/user/statistics

The individual acquires all the relevant information on their proposed University of choice and may contact via telephone

If there are specific requirements these must be specified and resolved by the individual prior to the visit

Individual brings request form, photo ID, library card to appropriate University.

The Individual has a 1 day pass to the University library reference only within the three week duration period (no IT access) unless previously arranged with the individual University