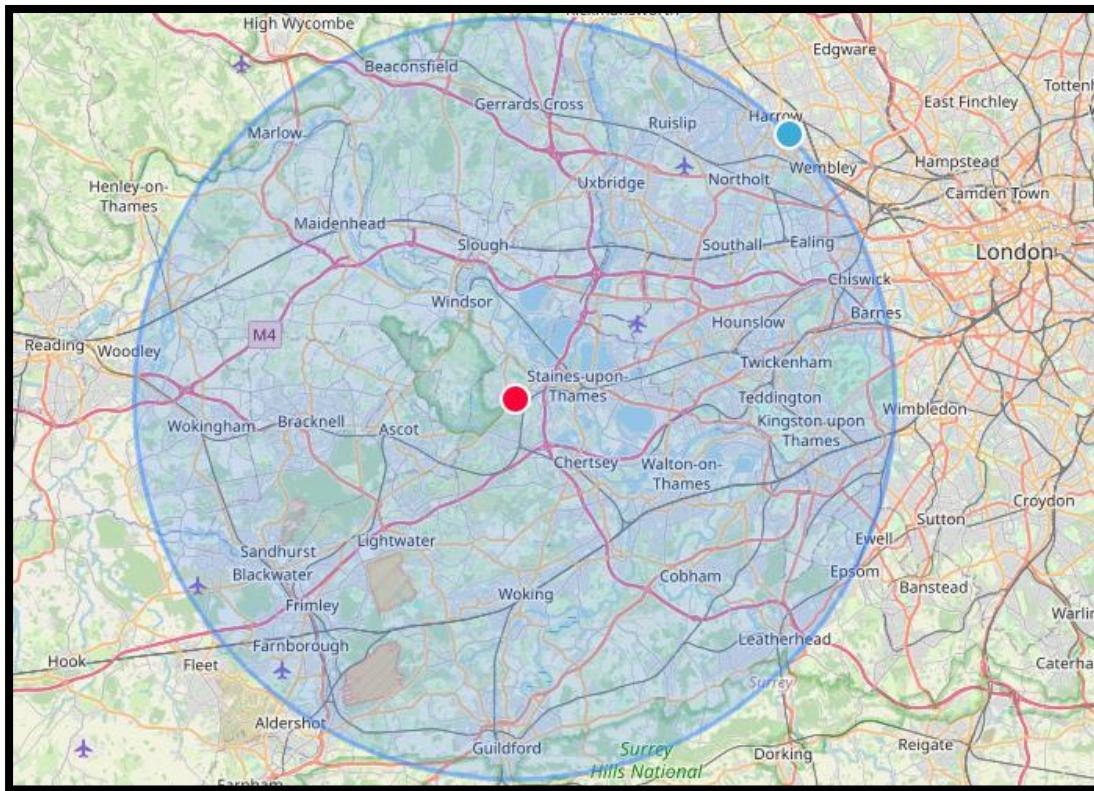


# Royal Holloway Library Sanctuary Membership Scheme



Royal Holloway University Library is pleased open its shelves to asylum seekers and refugees in the surrounding communities. As a proud University of Sanctuary scheme member, we would like to invite asylum seekers and refugees to access our library with a free borrower's membership.

This membership allows users to access and borrow physical library resources. Library users are also welcome to use study spaces and access library Wi-Fi.

This offer is open to anyone within 15 miles of Royal Holloway's Egham campus who:

- Is aged 18 or older
- An asylum seeker, refugee, or otherwise of a forced migrant background
- Would benefit from access to an academic library

To access this offer, applicants must be referred by a partnered organisation, who can fill out the attached referral form and send it to the Library ([library@rhul.ac.uk](mailto:library@rhul.ac.uk)). A full list of partner organisations can be found on the Royal Holloway Library External Users webpage: [www.royalholloway.ac.uk/about-us/the-library/external-users](http://www.royalholloway.ac.uk/about-us/the-library/external-users).

# Royal Holloway Library

## Sanctuary Membership Referral Form

To be completed and emailed to [library@rhul.ac.uk](mailto:library@rhul.ac.uk) by partner organisation or delivered to library in hard copy form by applicant.

### Applicant Details

First Name(s):	
Family Name(s):	
Email Address:	

### Referee Details:

Referee's Name:	Referring Organisation:
Referee's Email Address:	Referring Organisation's Address:
Referee's Signature:	
Date:	

### Declaration

I confirm that this applicant...

- Is registered with the UK government as an asylum seeker or refugee.
- Understands and agrees to abide by library regulations (see overhand).
- Understands the entitlements of library membership.
- Understands that Royal Holloway University Library may send occasional emails.

I understand that...

- My organisation may be asked to reach out to this applicant if they do not respond to library communications regarding overdue/lost items.

Once this referral is received, we will contact the applicant with details on how to collect their membership card from the Library.

# Membership & Library Regulations

All library users must follow the below regulations, which can be found in full at [www.royalholloway.ac.uk/about-us/the-library/external-users](http://www.royalholloway.ac.uk/about-us/the-library/external-users).

## Membership & Item Borrowing

Sanctuary Membership is available to anyone living within 15 miles of Royal Holloway's Egham campus who:

- Is aged 18 or older
- An asylum seeker, refugee, or otherwise of a forced migrant background
- Would benefit from access to an academic library

Sanctuary Memberships are valid for one year. Memberships can be renewed by emailing [library@rhul.ac.uk](mailto:library@rhul.ac.uk) with the membership number and any updated details.

Library users with Sanctuary memberships may take out 10 books at once. Every item taken from the library must be borrowed on the user's card.

Items on loan will renew automatically unless requested by another user.

If a book is requested, it must be returned by the due date. If it is not, the library may contact the user or referring organisation to retrieve the item. If a book is reported by the user as lost, they will be liable to pay a lost book fee.

## On-Site Regulations

Users are expected to respect areas of silent and quiet study.

Users are expected to treat each other and Library property respectfully.

External users may visit the Library from 9am – 9pm, every day of the week. There are times when external users may not be allowed entry, such as during assessment periods. These times will be clearly communicated both in person and online.

Users must keep their Library Card with them when visiting the Library. Users may be asked to show their card to prove their membership.

No animals, except assistance dogs, are allowed in the Library.

If parking on campus, external users must register their car by emailing [library@rhul.ac.uk](mailto:library@rhul.ac.uk) up to 24 hours before their visit. The following details must be provided: car's make, model, & colour; licence plate number; full name; and intended arrival and departure times. Users can also register at the helpdesk upon arrival.