

The M25 Consortium of Academic Libraries supports access to libraries for research students and staff from its member institutions. For many of our members the reciprocal access is offered to our library members via the SCONUL Access scheme. For our specialist, national and society members there is the M25 Access and Borrowing scheme.

Who can issue an M25 Access and Borrowing Card ?

Library staff from the following M25 institutions only.

- British Library
- British Museum
- Horniman Museum
- Imperial War Museum
- Institute of Development Studies
- Lambeth Palace Library
- Royal Botanic Gardens, Kew
- Royal Society of Chemistry
- Science Museum
- Victoria and Albert Museum
- The Wiener Library for the Study of the Holocaust & Genocide
- Wellcome Library

Who can receive an application to visit from an M25 Access and Borrowing card holder?

Most of our M25 member libraries accept M25 cards when supported with another form of I.D. - local variations apply. Some of our member libraries, including most on the list above, are already open to the public and an M25 Access card is not required. If in doubt it is always worth checking library web pages before sending a library member to another library.

Guidance for libraries issuing M25 cards.

Who can apply for an M25 card ? Library members at your institution that are either staff on an open or fixed term contract OR postgraduate research student registered for a qualification awarded purely by research. The user must be in good standing with your library e.g. have no outstanding debts.

How do I issue a M25 Access and Borrowing Scheme card?

1. Each institution will register users wishing to use the scheme via an M25 application form. A card is then issued to the user, recording the user's full name, home institution, and a valid date based on either
 - the duration of the user's library registration or
 - the duration of the user's institutional I.D. card validity or
 - for one year

Advise the user that their membership of the Scheme may be extended if their employment or registration continues.
2. Stamp the M25 Access and Borrowing Scheme card on the reverse with your library stamp and sign it against Authorising signature (as determined at your own library).
3. Advise the user that they must present both their M25 Access and Borrowing Scheme card and their library card when registering with participating libraries. Advise the user to contact the

library/libraries they wish to join before their first visit. This will enable them to check opening hours and other requirements (e.g., new tickets may only be issued during office hours, they may need to supply a passport sized photograph). It is possible that they will not be able to borrow on their first visit. An alphabetical list of all M25 libraries containing links to contact details and catalogues can be found at <http://www.inform25.ac.uk/Guide/directory>

4. Inform the user that not all M25 libraries are members of the Scheme and advise them where they can find the list of participating libraries and to check for local variations
5. Provide the user with a copy of the M25 Access and Borrowing Scheme User Guide – which can be printed from the Inform25 website at www.inform25.ac.uk/VAL/m25staffguide.pdf

Record keeping and statistics

Application forms should be kept for the duration of the card in case of any query over membership.

The forms will also be needed to return statistics to the M25 Consortium on the numbers of cards issued each year. Each card issuing library should submit the number of cards issued to the M25 Consortium administration team via email at M25sgadmin@lse.ac.uk

Guidance for receiving libraries

All staff in receiving libraries should be aware of the M25 Access and Borrowing scheme and be able to register card holding applicants according to local practice.

1. Arrangements for recovering debts (e.g. fines , charges for lost books) from M25 Access and Borrowing Scheme card holders follow the normal pattern of reminders etc. for external readers, after which time the debt may be recovered from the home institution library.
2. Arrangements for withdrawing membership from M25 Access and Borrowing Scheme card holders follow the normal pattern for external readers, after which time membership of your library may be withdrawn.

Further information and stationery requests.

Please contact the M25 Consortium administration team at -

M25 Support Team
LSE Library
10 Portugal Street
London WC2A 2HD

Tel: 020 7955 6454
Fax: 0207 955 7454
Email: m25sgadmin@lse.ac.uk

March 2012