

# Royal Holloway Library

## Sanctuary Membership Referral Form

To be emailed to [library@rhul.ac.uk](mailto:library@rhul.ac.uk) by partner or delivered to library by applicant.

### Applicant Details

<b>First Name(s):</b>	
<b>Family Name(s):</b>	
<b>Email Address:</b>	

### Referee Details:

<b>Referee's Name:</b>	<b>Referring Organisation:</b>
<b>Referee's Email Address:</b>	<b>Referring Organisation's Address:</b>
<b>Referee's Signature:</b>	
<b>Date:</b>	

### Declaration

I confirm that this applicant...

- Is registered with the UK government as an asylum seeker or refugee.
- Is 18 or older.
- 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 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 at the helpdesk upon arrival.