



Application for 6th Form
Reference Membership of
The Sheppard-Worlock Library

Name: _____

Email: _____

Proof of ID and home address is required
Proof of School / College is required.
Ask School Office to stamp here

School stamp here

- Use of building / materials / facilities
- No loan privileges, no IT facilities

Name of School / College _____

School / College Address: _____

Post code: _____ Tel. No.: _____

Year 12 / 13? _____ Date of completion: _____

Please note that due to pressure on study spaces and resources in The Sheppard Worlock library access restrictions may be implemented around our examination period. You will be notified of these restrictions.

Name of Teacher / Head of 6th Form _____

Which subject area would you have an interest in using?

We reserve the right to revoke Reference User rights in the event of misbehaviour, damage, loss or debt relating to the University.

I have read and agree to abide by the rules and regulations.

Signature: _____ Date: _____

Please return completed form to: Philippa Williams, The Sheppard-Worlock Library, Liverpool Hope University, Hope Park, Liverpool, L16 9JD **attaching a passport-sized photograph**

STAFF USE ONLY

Proof of I.D. shown

☐

Librarian's Initials _____

Proof of Home Address shown

☐

Proof of School Address /School stamp

☐

Rules and Regulations for 6th Formers

Protecting and updating your data

- Your information will not be used or disclosed to other readers, including family members.
- Notify the library immediately if you lose your card. A £5.00 charge is made for a replacement, unless the card was stolen, in which case a police crime number is required to enable the charge to be waived.

Security

- You will be required to show your ID card to gain admittance to The Sheppard-Worlock Library. You cannot access the building if you do not have your Library card.
- You must present your ID card and sign in at the Security Desk each time you enter the Library.
- You must sign out at the Security Desk when leaving the Library.
- You must not use anybody else's ID card to gain entry to the Library.
- Please take care of your bags, coats and belongings. Do not leave them unattended at any time.
- All users must be registered with the Library. Please note that members of Library staff or Liverpool Hope security personnel may ask you for proof of membership i.e. your ID card.
- Membership of the library can be withdrawn or suspended in relation to theft, misbehaviour, debt, damage, etc. If this should happen we will notify your school.
- Sixth formers must vacate the building during IT access only periods.

Legal

- All photocopying undertaken must abide by the advertised current copyright legislation and licence.

Respect your learning environment

- Mobile phones must be switched to silent on entering the building. Calls should only be received or made in the designated Phone Zones.
- Anyone wishing to eat or drink should do so in the refreshment area provided. The consumption of food and drink in any other area is not allowed.
- Keeping the shelves in good order will help us to help you - please put all materials back in the correct place.
- It is acceptable to use portable computers powered by battery and not connected to the University network. To comply with Health & Safety legislation students will need to produce evidence that they have had portable equipment electrically tested if asked.

Notice on inappropriate behaviour

Our Library Staff are here to help you and we are committed to helping resolving any queries you might have. Liverpool Hope values a respectful, collegial and supportive environment for all members of the community.

Hence verbal or physical abuse, aggressive or other inappropriate behaviour will not be tolerated.

Failure to abide by the LLS Rules and Regulations will result in your suspension from Library Services and your school being notified.