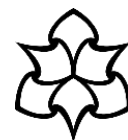


**External Access to MMU Library:****Application form for Further Education and 6<sup>th</sup> Form College Students**

**Manchester  
Metropolitan  
University**

For us to process your application successfully please provide all the ALL the information we require, failure to do so will result in a delay to accessing MMU library

Forename:

Surname:

Your email address:

FE College/6<sup>th</sup> Form:FE College/6<sup>th</sup> Form ID number:FE College/6<sup>th</sup> Form course expiry date:

Tutor name:

Tutor email:

Please read and tick the box to show you agree with the access periods:

Semesters 1 and 2:	Saturday	11.00	17.00
	Sunday	11.00	17.00
Exam Period:	NO ENTRY – Typically January and May*		
Summer Vacation:	Monday - Friday	09.00	22.00
	Saturday - Sunday	11.00	17.00
Easter Vacation:	NO ENTRY*		
Christmas Vaction:	NO ENTRY*		
VISITORS PAGE OPENING TIMES			

\*Please note, this also applies to the library lounge, and the Oxford Road Study Space

\*Last entry will be at 4pm

☐

Please read and tick the box to show you understand your access rights:

- Reference use of print books and journals
- Over 18s can apply for Walk in Access to limited open source online resources
- Free visitor wi-fi via BT Wi-fi\_ManMet
- Study spaces across all floor, the library lounge and the Oxford Road Study Space at the times stated above

☐

Please click the link below or visit our website to read our \*Student Code of Conduct. Tick the box to indicate you agree to adhere to it:

[Student Code of Conduct · Manchester Metropolitan University \(mmu.ac.uk\)](http://mmu.ac.uk)

\*Please note, MMU operate a traffic light system. Should there be three or more instances of poor behaviour or a severe misdemeanour your access will be revoked. At this time, you and your college or 6<sup>th</sup> form will be informed via email.

**MMU library does NOT permit vaping anywhere in the building, hot food in the library, and will not tolerate aggressive behaviour to staff.**

☐

**Please read the statements below and tick the box to indicate you understand and agree:**

☐

- I agree to abide by the All Saints Library rules and regulations
- I understand that due to licensing restrictions most of the online resources are reserved for MMU students. However, if I am 18 or over, I may apply for Walk in Access at Reception with two forms of ID evidencing your date of birth, address and photo ID
- I understand that I am not permitted you use bookable study space as these are reserved for MMU students
- I understand that I am not permitted to borrow items
- I understand that my access pass is strictly non-transferable to other visitors
- I understand that access is via the pass, with no exceptions
- I understand the library has a code of behaviour which I will abide by
- I understand the access pass is at the discretion of the All Saints Library
- I understand that any misconduct may result in my access pass being withdrawn and my tutor being informed

**To process your application, we require evidence that you are in good standing with your college or 6<sup>th</sup> Form and have permission to apply. This can be provided by an official stamp from your college or 6<sup>th</sup> Form library or reception. Please place your stamp in the space below:**

Please return this application form to [library@mmu.ac.uk](mailto:library@mmu.ac.uk) Upon receipt we will process your form and send you an email which will act as your access pass. Please show the access pass email, and your college or 6<sup>th</sup> Form ID at the library reception for every visit.

Please allow 14 days for you application to be processed and to receive your access pass email.

**Privacy Notice:**

**Your data will be held securely at Manchester Metropolitan University, as the controller, and will be treated sensitively and confidentially in accordance with the current Data Protection and GDPR legislation and in compliance with the University's privacy policy. Data will be processed under the GDPR part 6 Lawful basis for processing personal data. Your data will be used to register you as a FE/6<sup>th</sup> Form member of the library, with a traffic light system used to record and monitor behaviour.**

**Your data will not be disclosed to other organisations, however, we may wish to contact your college to discuss welfare, health or safety matters.**

**Your data will be held on file for two years at which point it will be deleted. Should you wish to access, amend, or delete the data we hold for you, please contact [library@mmu.ac.uk](mailto:library@mmu.ac.uk). Please note, should you wish us to delete your data, you will no longer have access to MMU library, its resources or learning spaces.**

**Please sign and date to show you understand and consent to our Privacy Notice:**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_