Brief guide for applying for a SCONUL card online

- From the [SCONUL home page](#), you will be directed to click on the button for 'SCONUL Access’ to be taken to the SCONUL Access homepage.
- A brief overview of the scheme will be displayed and you will be asked to click on drop down members asking what kind of user you are, and the name of your home institution.
- Then click on the “Find” button which will show all potential host libraries both as a map and as a list of institution. You can search to find libraries in a particular region or by entering a postcode.
- Then click on the name of the institution you want to visit, which will take you to an online registration form which can be submitted to your home library for approval.
- If your application is approved an e-mail with be generated with standard information about the scheme.
- Once the confirmatory e-mail is received, take a copy of this, together with your library or ID card, to the library that you wish to use. A copy can also be taken to any other member libraries that you want to visit.
- This library, or libraries, will issue you with a library card so that you can borrow books or gain reference access as appropriate.
- Your application will only be approved if your library account is in good standing with no fines of £15.00 or over and or very overdue items.