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Using Physical University Library Services for Online/ Remote Students and Alumni

This guide is intended to provide an overview of possible on-campus based Library services for remotely-based or online users and Alumni (former University of Liverpool students who have graduated).

Note - all current university staff and students have access to the same online services such as Library E-Resources, University email and other networked services. Some networked Library services are also available to Alumni (see following sections).

If you enter the physical Libraries, you will be challenged to identify your University status. Any user wishing to enter the physical libraries must carry a University ID card using one of the membership options listed below or a document demonstrating your University status, such as your enrolment letter.

The following options are available for access to the physical Libraries and services:

- **Library Borrowing Application for Online students/ staff**: Students and (non-University employed) staff based on online programmes will not typically have a borrowing account activated by default. Online students/ (non-University employed) staff wishing to use physical Library services must typically register for a Library borrowing account, enquiries for registration as a member of the physical Libraries should be directed to your Librarian.

- **Additional Lending Services:** A Library borrowing account provides access to on-campus Library facilities and services including document supply/ Inter-Library Loan services, however some categories of borrowing membership incur restrictions on services available (see below for categories of membership).

- **ArticleReach and Electronic Document Supply Services** : ArticleReach is a document supply service shown for unavailable E-Journal articles when shown in our linking system accessed from Discover and other searching platforms/databases, the Library also provides a range of additional electronic document supply services (see: http://liv.ac.uk/library). Some categories of Library borrowing member cannot access ArticleReach, these include External members, Alumni and most access schemes described below.

- **Laureate-taught students**: Students studying with our partner Laureate Education are not eligible to register for a student Library Borrowing account, however Laureate-taught students with a UK residential address can apply for an external/public borrowing account (which normally incurs an annual charge) or apply via a variety of schemes for a free borrowing account (see categories of membership below). If you are an online student with Laureate and would like to explore what options may be available, you are advised to enquire for borrowing application options using the external borrowing process shown here http://liv.ac.uk.libanswers.com/faq/103830

Categories of Membership

Only users with a UK residential address can apply for borrowing membership of the Library; also note - physical items loaned from the Library cannot be transported overseas.

The Library provides a range of borrowing schemes, including a fee-based external membership, none of schemes provide a University network account (including Alumni membership), however they do provide access to a drop-in computer located in each physical Library to access our e-resources. **For all schemes, see http://liv.ac.uk.libanswers.com/faq/103830**

- **Free Visitor Access**: Any member of the public can access the physical University Libraries for reference (not borrowing) for free. To do this you need to complete a 'Visitor' registration form, including a passport sized photograph to create your ID card necessary to enter the buildings. If you think you may be visiting the Library for an extended period you should consider applying to your Librarian for a visitor account before your visit (it can take several days to create the account when you apply in person).

- **External Members**: If your online programme does not provide a Library borrowing account on application, and you have a permanent UK address, you can purchase a borrowing account in the physical University libraries, see http://liv.ac.uk.libanswers.com/faq/103830 (alternatively you may be eligible for one of our access schemes below).

- **Alumni**: Alumni of the University (also called 'Convocation') can register for a Library borrowing account (a UK residential address is required – also see services for Alumni below).

- **Recognised Teacher Status**: Online Staff (teaching online degrees) with 'Recognised Teacher Status' and with a UK residential address can register as Associate members of the Library, allowing access to on-campus/ Inter-Library-Loan and document supply services.

- **Honorary Staff: '**Honorary Staff' are eligible to register as Associate Members of the Library regardless whether they have a UK address, however, Honorary Staff lacking a UK address cannot access physical Library facilities and can only access our electronic document supply services such as electronic Inter-Library-Loan and Article reach.

Application Process for a physical Library Account

You can either apply in person at one of our physical Libraries or conduct the application by email/ post, you will be required to submit proof of ID (e.g. passport), a hardcopy (not electronic) passport-sized photograph and other related documentation, e.g. Honorary Staff status, NHS ID number.

Enquiries for registration as a member of the physical Libraries should be directed to the Library (see see http://liv.ac.uk.libanswers.com/faq/103830). You can also discuss your application for use of on-campus Library services with your Librarian *(see list of Liaison Librarians and Librarian for Online Programmes).*

Resources for Alumni (Graduates of the University / Members of Convocation)

If you have completed your studies you can self-register for access to our Alumni Web site, please visit http://alumni.liv.ac.uk this includes Alumni newsletters, events, discount schemes and access to some Library resources (see later section below).

Alumni Library Borrowing Account (UK Domiciled Students only)

Graduates of the University with a permanent UK residential address are entitled to Library borrowing membership, see http://liv.ac.uk.libanswers.com/faq/103830 **Drop-in Computer to access Online Resources**

Alumni do not have a University network account to access online resources, however, there is a 'walk-in' computer in the Harold Cohen and Sydney Jones Library to access online E-Journals, E-Books and other resources.

Note - if you have completed your studies and wish to become a borrowing member of the library this does not provide you with a University network account to use the online library, however, see below for further information on E-resources for Alumni.

Unfortunately it is not possible for alumni to be given access to the Library E-Resources (a UoL network account) for two main reasons. Firstly, the licences that the Library signs with e-resource providers require our users to be current staff or students of the University. Secondly, to use E-resources from off-campus it is necessary to have a University network account and this is only available to current staff and students. However, see below for access to Emerald E-Journals for Alumni.

If you are an alumni / graduate of the University, you can still access a range of online library resources, such as

You can visit the Alumni Web page of the University http://alumni.liv.ac.uk and self-register for access to Alumni services. This includes a free subscription for Emerald E-Journals and other scholarly databases.
An alumni support page, listing all accessible E-Resources is provided for online/ remote users at http://libguides.liv.ac.uk/onlineprogrammes/alumni

To access the free Emerald E-Journals for Alumni:

- Visit http://alumni.liv.ac.uk you will need to register on the right-hand menu (make a note of your new Alumni username and password).
- You should receive an email shortly from the Alumni office confirming your access has been granted.
- Return to the Alumni Web site and log in on the right hand menu.
- To access the Emerald E-Journals, click on the 'Benefits and Services' link in the left hand menu, then click 'Online Journals' (left hand sub-menu), then scroll down and click on any of the links in the list, once you have entered Emerald you can search the entire subscription using the search box in the left hand menu.

A further alumni support page is provided for online/ remote users at http://libguides.liv.ac.uk/onlineprogrammes/alumni

Student Guild/ NUS card

If you wish to obtain an NUS (National Union of Students) card (which can be used for some discounts at NUS affiliated stores), please contact the Student Guild at University of Liverpool via their Web pages http://www.liverpoolguild.org/

Refworks

After graduating, you can also continue to use Refworks, including any saved references. You should log into Refworks using your existing Refworks login, Alumni should access Refworks at http://refworks.com/refworks

Further help

If you have any questions please contact your Librarian *(see list of Liaison Librarians and Librarian for Online Programmes).*

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