



## Information Services Access Request Form

This form is used to request access to the facilities offered by Information Services. It is intended to be used for members of staff not paid directly by UWA, and for visiting academics, research and retired staff. It may also be used for visiting students.

Title ..... Family Name ..... First Names .....

Date of Birth (Please state Day and Month, Year is optional ) .....

National Insurance Number .....  
(required for past or prospective members of UWA staff)

For the period: -  
From..... Until .....

Type of user / Reason for request: .....

Access required (please tick): Library ..... Computing/Email .....

I agree to abide by the IS rules and regulations (<http://www.inf.aber.ac.uk/regulations>):

Signed ..... Date .....

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### The Head of Department or designated nominee must validate this request.

Signed ..... Date .....

Name ..... Department .....

Email address ..... Phone .....

Please send the completed form to:  
**Mrs Judy Lile, Lending Services, Hugh Owen Library.**  
For further information contact [is-access@aber.ac.uk](mailto:is-access@aber.ac.uk) or call ext 2400

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### For office use only

Date added to card production data base .....

Number assigned ..... Status .....

Date copied to Advisory .....