

Terms and Conditions for Alumni Cards

Last Updated 01/03/2021

An Alumni Card for the UWL and Library is offered to all alumni of the University and its predecessor institutions who have made a successful application. Failure to abide by the following terms and conditions may result in your Alumni Card being revoked.

Information about the Library, including an online library catalogue, can be found on their website: www.uwl.ac.uk/library

All of the alumni card benefits which require campus access below are subject to the University granting alumni access to the University of West London campuses (Ealing, Brentford & Reading). We reserve the right to reduce and/or terminate campus and/or library access to any or all alumni card holders should the University require us to do so.

What is available with an alumni card?

- Access to general areas of the campus
- Use of the UWL Shuttle Bus
- Reference use of printed materials held in the Library
- Borrowing rights for up to three books on a three week loan
- Access to the Alumni Guest WIFI account – please request the password by contacting alumni@uwl.ac.uk
- Access to the online Library catalogue
- Discounts on tickets for certain LCM Live events
- A discount on SU Gym membership and on room hire

What we expect from you:

- You must keep your contact details up to date, and the Office of Development & Alumni Relations must be able to contact you. Failure to do this may result in borrowing and access rights being revoked
- Always have your Alumni Card with you and notify the Alumni Office immediately if it is lost, stolen or damaged
- Never lend your Alumni Card to another person for any reason
- Behave appropriately and treat others with respect
- Respect Library rules including the use of mobile phones and food and drink
- Respect silent study areas
- Talk quietly anywhere else in the Library
- Use equipment for study purposes only
- Report any equipment damage or faults (including the discovery of computer viruses), and any damage to learning materials, to the Library team immediately so that we can take speedy action
- Be aware of Library service hours and leave the building promptly at closing time - http://library.uwl.ac.uk/use/sites/opening_hours.html
- Vacate the building immediately on hearing the fire alarm
- Always keep your possessions with you and do not leave them unattended at any time
- Abide by the copyright regulations (listed by each photocopier) when copying from books, periodicals and other materials in the Library - http://library.uwl.ac.uk/find/copyright_student.html
- It is your responsibility to ensure all Library items are returned on time and that all items are returned when your card expires at the end of the period.

What is **NOT** available with your alumni card?

- Access to electronic journals
- Access to the University computer network (due to licensing restrictions) and the Student Portal
- 1 week and restricted loan items may not be borrowed
- Access to equipment hire and rehearsal space

What happens next?

Your Alumni Card will be valid for five years from the date of issue. After this date, you can apply for a new card using the online application form or contacting the Alumni Team at alumni@uwl.ac.uk. After five years, please attempt to dispose of your now expired alumni card securely by cutting it into multiple pieces.