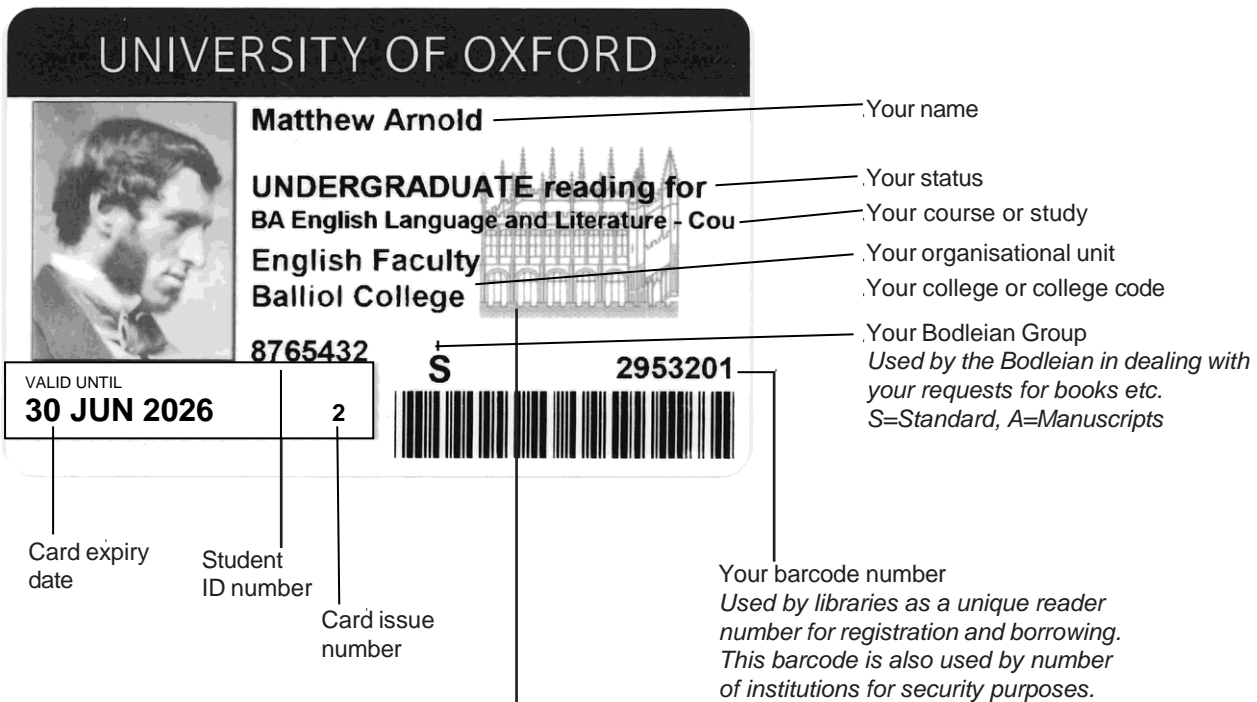**From the Registrar**

To all new students

YOUR UNIVERSITY CARD
Please read carefully.

Please sign your card immediately.
Keep both the card and this information safe for future use and reference.

You will need it for admission to **The Bodleian Libraries** and other **University Libraries** *(see bottom overleaf)* and to use **IT Services** and the **Language Teaching Centre**. In some colleges and university departments, you will need it as a payment card or to enter buildings that have swipe-card/contactless access control. It will also act as an identity card whenever you are on college or university premises.

Your name

Your status

Your course or study

Your organisational unit

Your college or college code

Your Bodleian Group
*Used by the Bodleian in dealing with your requests for books etc.
S=Standard, A=Manuscripts*

Card expiry date

Student ID number

Card issue number

Your barcode number
Used by libraries as a unique reader number for registration and borrowing. This barcode is also used by number of institutions for security purposes.

The University logo is found on the back of the card *and makes it possible for you to use certain facilities. Also shows your official membership of the University of Oxford.*

The Bodleian logo
Gives access to all Bodleian Library buildings – further registration is sometimes required once you are in possession of the card

Misuse of your card, such as allowing another person to use it for access to premises or facilities, is a serious offence and will be reported to the appropriate disciplinary authorities.

(Photograph of Matthew Arnold reproduced with kind permission of the Master and fellows of Balliol College. Matthew Arnold was an alumnus of Balliol College, University of Oxford)

Validity

Your card remains valid as long as you continue to hold the status shown on it. If your status changes, the card may be cancelled before the printed expiry date. Your card is the property of the University of Oxford and must be surrendered on request from an authorised person.

University and College Rules

You are reminded that in signing the application for this card you agreed to obey all the rules of the institutions and facilities to which it allows you access and that the personal information you provided may be used to determine access to a range of university and college resources (e.g. premises, laboratories, computing services). The information has been collected and processed according to the provisions of the General Data Protection Regulation (GDPR).

Error

If the card shows incorrect details, contact your college office who will arrange for it to be amended.

Theft, loss or damage

Please inform your college office and ask for a replacement immediately – state whether the card was lost, stolen or damaged. If it has been lost or stolen, reporting this loss quickly will prevent unauthorised use of your card for which you may be held responsible. If your card has been stolen, you will need to produce a crime number.

Your new card should be ready to collect from your college office within 72 hours of the University Card Office receiving the request if it has been stolen or damaged. If your card has been lost, you must report the loss to your college and pay the £15 fee using the on-line store at www.oxforduniversitystores.co.uk (click on 'product catalogue' and then scroll down and click on 'University Card Office'). Once the Card Office verifies payment has been made it will send your card to your college administrator. All cards reported as lost must be paid for, even if found at a later date. The speed with which you receive your card will depend on how quickly you make your payment.

If you need urgent access to libraries, The Bodleian Libraries Admissions Office in the Weston Library on Broad Street can issue you a day pass until your new university card arrives.

If you find a card which you have reported lost or stolen, you must destroy the old card and only use the new one (which will have a different barcode number and the latest issue number).

Misuse

Misuse of your card, such as allowing another person to use it for access to premises or facilities, is a serious offence and will be reported to the appropriate disciplinary authorities.

Using the card at University and College Libraries

Please remember to bring your card whenever you visit a Library. You need it to gain entrance to most libraries and to borrow books from the majority of University and some College libraries.

The Bodleian Libraries grants access to its facilities and services subject to acceptance of the associated rules of conduct. Sanctions, including the withdrawal of access and services, may be imposed on readers who breach or attempt to breach these rules. The Rules of Conduct in the Bodleian Libraries can be found at: **www.bodleian.ox.ac.uk/using/rules**

You will need to use your Bodleian Libraries username and password to log on to "Bodleian Libraries" Wi-Fi and public computers. Your username is the barcode number from your University card and you can assign yourself a password by visiting https://register.bodleian.ox.ac.uk/. If you require any assistance, please speak to a Reader Services staff member in any of the Bodleian Libraries. Please check http://www.bodleian.ox.ac.uk/using/passwords for further updates.

For most other library services (including book renewals and ordering items from the book stacks) please use your Oxford Single Sign On (SSO) username and password. This is supplied separately. For more information about passwords, please see www.bodleian.ox.ac.uk/passwords.

Please take care of your card