**Visiting Scholars**

The Library will set up Associate Staff Library memberships for visiting scholars. This will give them temporary access to the Library’s physical resources, and borrowing rights.

To do this we need the following information for each scholar to be sent to Library@roehampton.ac.uk by the sponsoring Department, preferably in advance:

- Title
- Full name
- Email address
- UoR department contact
- Home institution contact
- Start and finish date
- Passport size digital photo

As soon as we have all these details we can get them on the system and have the Library Membership cards made.

**Please note: The sponsor Department will need to contact IT themselves for any IT set up and access.**

Visiting Scholars get C- accounts and IT access includes:

- The guest Wi-Fi network: *uorguest (uorguest helpsheet)* plus any computer on campus including those in teaching room consoles

- Moodle - users will need to provide their network account username (eg C-XXX) and a personal email address - access can then be arranged by a member of the Learning Services Team

- Printing via the University printing network (the user has to pay upfront for this; it will not be charged to any Department). Payment can be made online: [https://print.roehampton.ac.uk](https://print.roehampton.ac.uk). Select the link for Staff/Visitor Payment System. Minimum payment by debit or credit card is £2. Visitors will be charged at the student rate - contact the IT Helpdesk for more information about charges.

- It is possible to give a user with a C-XXX account, access to a Sharepoint Community. Please contact the Sharepoint Super User/Administrator /Departmental Academic Services Manager and ask them to do this.