

# The Library

## Application for a Staff Username

**PLEASE NOTE:** All sections must be completed. Please allow at least 2 working days for the creation of your Username and email account. You will be notified by phone on the extension given below.

<b>Title</b>	Mr / Mrs / Miss / Ms / Dr / Prof /
<b>Surname</b>	
<b>First Name</b>	
<b>Middle Initial</b>	
<b>Staff ID number</b>	
<b>Job Name</b>	Lecturer / Admin / Support / Technician /
<b>Department</b>	*Please choose from the list overleaf
<b>Full-time / Part-time</b>	
<b>Room *</b>	* If part-time please give details of a contact in the University
<b>Telephone extension *</b>	
<b>Date Employment Commenced</b>	/ /
I accept and will abide by the Regulations for the use of computer facilities in The Library	
<b>Signature</b>	

<b>For Library Use only...</b>	
<b>Staff card seen (please tick)</b>	<input type="checkbox"/>
<b>Card seen by</b>	
<b>Date</b>	
<b>Helpline incident number</b>	

**PLEASE NOTE** that email accounts need setting up prior to first use of the account. Do **NOT** enable accounts which are disabled – please speak to Networks & Systems.

**Please choose from one of the following departments:**

Art and Design  
Biology and Environmental Studies  
Business  
Business Logistics and Information Systems  
Centre for International Relations  
Centre for Materials and Innovation  
Civil Engineering  
Computing  
Computing Technology  
Construction, Surveying, Architectural Technology  
Creative Technologies  
Creative Writing  
Education  
Electronic and Computing Technology  
Electronics  
Engineering  
English  
Estates  
Finance Office  
Fundraising and Alumni  
Games  
Health and Safety  
Health Studies  
Information Systems and Technology  
Institute of Educational Cybernetics  
Learning, Retention and Professional Practice  
Leisure and Tourism  
Library  
Management  
Marketing and Communications  
Mathematics  
Microelectronics Group  
Paper Technology Management  
Personnel and Organisational Development  
Philosophy and History  
Product Design  
Psychology  
Quality Assurance and Enhancement  
Sport Rehabilitation  
Sport Science  
Strategy, Policy and Development Support  
Student Data Management  
Student Services  
Textiles  
Theatre and Film Studies  
Vice Chancellor's Office