The External Reader Scheme
**Who can apply?**

Members of the public requiring access for research purposes, or with genuine scholarly needs, can apply to use the Library as either an External Reader or an External Borrower. Each application is judged on its merits.

Please note that we cannot accept direct applications from taught-course students at other Irish academic and educational institutions. Undergraduate and diploma students at other universities who wish to use the Library should apply to their own university library for a letter of introduction. Present this in UCD libraries for up to one week's access. For the James Joyce Library please ensure that you first visit when the admissions desk is open.

Staff and postgraduate students (doctoral and masters - taught and research) at other universities in the Republic of Ireland can apply for reference access through the ALCID scheme. Please note that an ALCID application is made through your home library.

**What services are available?**

An External Reader has access to the Library for reference (that is consulting resources in the Library) but not for borrowing.

As the Library's primary purpose is to serve the needs of UCD staff and students, the interests of External Readers should not conflict with the needs of the staff or students of UCD. Please note that, as a result, access is at the discretion of the Librarian.

Some Library materials that are in high demand from students on UCD taught courses are not available to External Readers.

Please note that under the terms of our user licences with publishers, some electronic resources are not available to External Readers. Electronic resources may only be used for private study and research and not for commercial gain. **External Readers cannot have off campus access to e-resources under any circumstances.**

The Inter-Library Loan Service is not available to External Readers. If you need to use this service you should apply to become an External Borrower.
How do I apply?

- Please complete the External Reader application form: [http://www.ucd.ie/t4cms/Appform3.pdf](http://www.ucd.ie/t4cms/Appform3.pdf) and return it to Client Services, James Joyce Library, UCD, Belfield, Dublin 4, or to the Information Desk in the branch of the Library where you are applying. You will be informed by post of the outcome of your application. Applications take one week to process.

- Applications from some readers may be processed immediately: for example, Repeat/Deferred Students, Adult Education Readers and researchers from abroad.

- If your application is successful, the required fee can either be posted to the relevant Library, or presented at the Information Desk. You will then receive your External Reader Card. Please check **Information Desk opening hours here:** [http://www.ucd.ie/library/using_the_library/open_hours/](http://www.ucd.ie/library/using_the_library/open_hours/)

- Please note that membership may be withdrawn at the discretion of the Librarian.

How much does it cost?

There are different options for external readers.

Access will be available for any three month period.

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<tr>
<th>Cost per period</th>
<th>UCD Graduate € 35</th>
<th>non-UCD Graduate € 70</th>
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Or on a weekly / daily basis

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<th>Weekly access</th>
<th>UCD Graduate € 20</th>
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<td>Daily access</td>
<td>UCD Graduate € 10</td>
<td>non-UCD Graduate € 15</td>
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