

# Visiting researcher application procedure for academic schools

Visiting researchers receive a KentOne card from Kent Hospitality.

The Library will allow borrowing rights to such visitors once approved by the academic school. The KentOne will then also become the visitor's Library card for the duration of their stay. KentOne cards for visiting researchers include a barcode that begins with the letter 'V'.

By authorising the borrowing rights for the visitor the academic school is responsible for recovering any unreturned books and overdue fines.

Borrowing rights for visiting researchers can be requested in two ways:

## Using the Visiting Researcher Application Form

1. Please contact Kent Hospitality to arrange for the visitor to receive a Kent One card.
2. The visitor's academic sponsor needs to sign the Visiting Researcher Application Form.
3. Ask the visitor to bring the KentOne card and the signed form to the Loan Desk, Templeman Library, Level 1 West,
4. Library staff will activate the account within one working day.

## By email

1. Please contact Kent Hospitality to arrange for the visitor to receive a Kent One card.
2. Email the required details to **[lendingmanagement@kent.ac.uk](mailto:lendingmanagement@kent.ac.uk)**
3. Library staff will create a borrower account for the visitor within one working week.
4. Ask the visitor to visit the Loan Desk, Templeman Library, Level 1 West to sign the application form; they need to bring along their KentOne card.
5. The account will be activated once the form has been signed by the applicant.

## Contact us

For further information, please contact:

Kaidi Goke  
Lending Services Team Leader  
Email: [lendingmanagement@kent.ac.uk](mailto:lendingmanagement@kent.ac.uk)  
Telephone: (01227 82) 7766

# Visiting researcher application

I wish to apply for registration as a visiting researcher with borrowing rights at the Templeman Library.

My book allocation will be 20 books for up to four weeks at a time. The scheme excludes borrowing of journals and any Part Time Collection and multimedia material.

## Applicant's details

- \* Last name .....
- \* First name(s) .....
- \* Title .....
- \* Home address .....
- .....
- \* Local address .....
- .....
- \* Email address .....
- \* Leaving date .....

*Fields marked \* are required*

## Details of academic sponsor

- \* Name .....
- \* School/department .....
- \* Telephone number (01227 82) .....
- \* Email address .....

*Fields marked \* are required*

**Sponsor's signature** ..... **Date** .....

I agree to abide by the Library regulations: [www.kent.ac.uk/is/regulations/library](http://www.kent.ac.uk/is/regulations/library)

**Applicant's signature** ..... **Date** .....

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## For Office use only

Templeman Library card no. .... Expiry date .....