



linking edinburgh libraries

EDINBURGH LIBRARIES PASSPORT Guidelines for Library Staff

- To qualify for an Edinburgh Libraries Passport the applicant must be a current member of your library. Restrictions may apply to applicants under the age of 16.
- Issue the applicant with the 'Edinburgh Libraries Passport – Guidelines for Passport Holders' and ensure that they have read them prior to completing the application form. Make sure they understand the key points i.e. the passport will only provide reference access to participating libraries and any existing arrangements between libraries may take precedence over the Passport.*
- Ask the applicant to complete the application form.
- Enter the applicant's name onto a passport.
- Add expiry date (One year from date of issue) and library stamp on passport.
- Ask applicant to sign passport.
- File the signed passport application form in the ELISA folder.
- If your library has an automated library management system, you may wish to note the date of issue on the user's record. Please send your user statistics annually to c.campbell@nls.uk
- To request passport cards please contact lrthow@esms.org.uk

*Edinburgh University Library will also require a passport style photo.

Further information is available at:

www.edinburghlibrariesagency.info



edinburgh libraries and information services agency