

## Key messages for Access Scheme users

1. You must reapply for library access if your approval has expired
  - Do not visit an institution until your new application has been approved.
  - All information about applying for the Access Scheme is available on [the SCONUL website](#).
  - Your own institution's library is the body responsible for considering and processing your application. Please be patient and allow them time to deal with your application.
  - Please check the website in detail for information about the Scheme
    - *before* you contact your library
    - *before* you contact a library you wish to visit or before contacting SCONUL.
  - **Please remember access granted under the Scheme is a privilege and not a right.**
  
2. Allow time for your application to be processed
  - An extremely high volume of applications is being processed.
  - How long your application takes depends on how many applications your institution receives.
  - In some cases you may need to wait up to 4 weeks.
  - Do not pressure library staff at your home institution - it will not speed up your application!
  - Do not call the library you wish to visit or the SCONUL office about your application - it will not speed up the process!
  
3. Check on the day you would like to visit whether the institution you would like to visit is participating
  - This allows for any sudden changes to pandemic-related restrictions.
  - Check online at <https://www.sconul.ac.uk/sconul-access>.
  
4. Prior access does not mean current access
  - Some institutions that previously participated in the scheme are not participating at this time.
  - You are not guaranteed access to an institution because you previously used it.
  - Check before you visit! <https://www.sconul.ac.uk/sconul-access>.
  - We are not yet participating in the Scheme which is why we are not listed.