

DMU Staff Card

Staff who teach or support De Montfort University programmes at Partner Colleges or institutions are eligible to apply for a DMU staff card. DMU staff card holders are entitled to:

- ☐ **DMU Library Borrowing Rights** - borrow books, videos, DVDs and audio visual materials.
- ☐ **Access to electronic resources** - the materials available from DMU Library extends way beyond the books and journals on the shelves to electronically available services like databases, e-books and journals.
- ☐ **DMU Staff Development Programmes** - are offered to partner college staff with a 50% fee waiver provided that applicants are approved by the college. (If college does not approve the applicant will be subject to the full fee).
- ☐ **'Staff Development Matters'** this is a quarterly publication produced by the University and lists all DMU training programmes. This is sent to colleges via the HE Co-ordinator.

How to Apply

- ☐ **Contact Helen Moran** - tel: 0116 250 6115 or email: hmoran01@dmu.ac.uk for a blank registration form and DMU staff card.
- ☐ **Complete the registration form** - and staff card and send it with a passport sized photograph to: Educational Partnerships, De Montfort University, John Whitehead Building, 12 The Newarke, Leicester, LE2 7BY.
- ☐ **Documents will then be sent to the Library for processing.**
- ☐ **The completed staff card** - will then be sent to the applicant at the college address.
- ☐ **Please note** - The process for replacing lost or damaged cards is the same but there is a £5 charge payable by cheque to **De Montfort University**.