Please print and complete before visiting the LRC if possible.

Learning Resources Centre (LRC) access request
For Herts students and staff who do not yet have a physical or digital University of Hertfordshire ID card

The primary way of entering and exiting the LRCs is by activating the electronic gates with your physical ID card.

Please note that ID cards are not required to exit the building in case of emergency evacuation.

If you do not have a physical ID card, but you are a Herts student or staff member the gates may be opened using the digital version of your ID card which you can download to the Herts Mobile app (mobile.herts.ac.uk).

If you do not have an ID card and you do not yet have an appointment to collect one, please do this as soon as possible. Find more details about this on AskHerts (ask.herts.ac.uk/student-id-cards)

The information on this form will be used to fulfil our obligations for NHS test and trace and will be destroyed after 21 days.

In order to gain access to the LRC you will need this form and the following:

1. You University student number (8 digits as stated in University correspondence)
2. Photographic ID to be shown to Security on arrival at the LRC
3. Your own pen (to fill in the time of entry / exit on the form)
4. Join the LRC entrance queue following the signage and have your ID and this form ready
5. Please wear a face covering (unless exempt) and respect social distancing
6. Show this form and ID at the Security desk; you may be asked to remove your face covering for a very short time in order to confirm your ID
7. Security will then let you in – please keep this form with you
8. When you leave the LRC, fill in the time of exit, show the form to security, place it in the box (which will be near the security desk) and Security staff will open the gate for you to leave.

Please complete in upper case to ensure we have accurate data for NHS Test & Trace requirements

<table>
<thead>
<tr>
<th>Student number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td></td>
</tr>
<tr>
<td>Date of visit</td>
<td>LRC CL / DH</td>
</tr>
<tr>
<td>Time in:</td>
<td>Time out:</td>
</tr>
</tbody>
</table>

By completing this form and accessing the LRC you agree to abide by the University’s Regulations and LRC User Standards and Behaviour

Please plan your visit.
You will need a separate form for each LRC visit until you have an ID card.