

# ***Circulation Policy and Procedures Manual: Borrower Registration Chart***

January 2017

<b>USERS</b>	<b>PROFILE</b>	<b>ID REQUIRED</b>	<b>EXPIRY DATE</b>	<b>CARD</b>
<b>UM FACULTY / STAFF</b>				
Faculty/staff (regular)	FA	UM photo ID	Iridium	UM photo ID
Faculty/staff (sessional)	FA	UM photo ID	Iridium	UM photo ID
Faculty/staff (retired)	OA	UM retiree photo ID		UM retiree photo ID
Adjunct Faculty (not paid by UM)	FA	UM photo ID	Iridium	UM photo ID
Emeriti (Professors / Librarians)	FA	UM photo ID	Iridium	UM photo ID
Honorary Professors (external to UM)	FA	UM photo ID	Iridium	UM photo ID
Medical Professionals (Agreement Inst.)	FA	UM photo ID	Iridium	UM photo ID
Nil Appointments (unpaid UM staff)	FA	UM photo ID	Iridium	UM photo ID
Post-Doctoral Fellows	FA	UM photo ID	Iridium	UM photo ID
Preparatory Program instructors (Music)	OA	Consult Music Library	Next September 30	UM Libraries card
Research Assistants	FA	UM photo ID	Iridium	UM photo ID
Senior Scholars	FA	UM photo ID	Iridium (usually 3 yr appointment)	UM photo ID
Writers in Residence	OA	Letter of Appointment	Appointment duration	UM Libraries card
<b>UM STUDENTS</b>				
Students (regular)	ST	UM photo ID	Iridium *	UM photo ID
Students (Off Campus)	DE	UM photo ID	Iridium	UM photo ID
Students (Extended Education, credit/non-credit) auditing UM courses	ST	UM photo ID	Iridium	UM photo ID
<b>UM OTHER</b>				
UM Alumni	AL	Alumni # (phone Alumni office)	1 year from registration	UM Libraries card
UM Board of Governors	FA	Refer to Libraries Administration	3 years from registration	UM Libraries card
UM Chancellor/Retired Chancellors	FA	Refer to Libraries Administration	20 years from registration	UM Libraries card
UM Consumer Health	CH	Refer to NJM/Hospital Libraries	1 year from registration	Consumer Health

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				Borrowers Card
<b>INTERNATIONAL COLLEGE OF MANITOBA</b>				
ICM Faculty/Staff	OA	UM ICM photo ID card	Next June 30	UM ICM photo ID card
ICM Students	ICM	UM ICM photo ID card	Next June 30	UM ICM photo ID card
<b>MIDWIFERY STUDENTS 2016/2017</b>	OA	McMaster University ID	June 2017	UM Libraries card
<b>OTHER</b>				
Citizens of Manitoba ‡	CI	Proof of Manitoba residence + \$50/year	1 year from registration	UM Libraries card
Citizens of other provinces/countries		Not eligible for registration		
<b>Visitors</b>				
Faculty or students from Reciprocal borrowing institutions – Winnipeg / Manitoba / Canada *	OA	COPPUL or equivalent card (Can) or ID card from home institution (MB)	Next June 30	UM Libraries card
Students/staff from MB Secondary Schools **	OA	List from School	As indicated on letter and approved by Unit Head	UM Libraries card
Students – CA, CGA, CMA, SMA	OA	Receipt or ID card for home institution: consult Management Library	Next June 30	UM Libraries card
Visiting scholars/academics from institutions outside of our Reciprocal borrowing agreements	OA	Unit Head will consult with the University Librarian – see statement in policy on Reciprocal Borrowing.		UM Libraries card

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## **HEALTH SCIENCES LIBRARY GROUPS**

<b>USERS</b>	<b>PROFILE</b>	<b>ID REQUIRED</b>	<b>EXPIRY DATE</b>	<b>CARD</b>
WRHA Hospital staff	Hospital Staff	Photo ID of Institution	2 years from Registration	UM Libraries Card
WRHA Corporate Staff	Hospital Staff	Photo ID of WRHA	2 years from Registration	UM Libraries Card
WRHA CBHF (Community Based Health Facilities)	Affiliated Health Institutions	Photo ID of WRHA	2 years from Registration	UM Libraries Card
Regional Health Authorities MHIKNET	Manitoba Health/Regional Health Authority	Photo ID of RHA	5 years from Registration	UM Libraries Card
Manitoba Health MHIKNET	Manitoba Health/Regional Health Authority	Photo ID of Manitoba Health	5 years from Registration	UM Libraries Card
Fee for Service Physicians MHIKNET	Manitoba Health/Regional Health Authority	College of Physicians and Surgeons of Manitoba Card	5 years from Registration	UM Libraries Card
Kivalliq	OA	ID card or letter from institution	5 years from Registration	UM Libraries Card

‡ Citizens must register in person.

\* See Reciprocal Borrowing Policy for list of participating institutions

\*\* This may include students in Baccalaureate programs or access requested by Schools for special circumstances.