

The Library of the Institute of Chartered Accountants in England and Wales

Guidance to members who are sponsoring non-member use of the Library

As the sponsor, please use your business notepaper and include your name, address and membership number. Please address the letter to the Librarian. Both you and the person you are introducing should sign the letter.

Please include brief details of the reason why the non-member requires access to this Library

The letter is valid for 6 months from the date of the letter (or the date received in the Library- whichever is the earliest) and entitles the non-member to visit the Library and use the resources there. It does not entitle them to use the telephone enquiries service or the document delivery service (standard non-member charges, with payment in advance, apply to all non-members for those services, including those with letters of introduction)

Please note:

The letter of introduction does not allow access for undergraduate students

*To enable the person you are introducing to borrow books from the Library, the phrase marked * must be included in the letter:*

The indemnity clause includes any payments or charges owing for non-returned library books

Even with a letter of introduction, access to the library is at the Librarian's discretion and permission can be withdrawn at any time. It is not intended to be a "renewable" arrangement.

Example of wording

The purpose of this letter is to introduce the person whose personal details and signature appear below. I confirm that I have known him/her personally since and that he/she is a serious reader whose professional/academic qualifications are appropriate to make use of Library facilities.

He /she is interested in researching.....

* I hereby to undertake to indemnify the Library against any loss or damage resulting from his/her use of the Library facilities under my sponsorship

Person introduced:
(Name, qualifications,
designation, address,
signature)

Sponsor:
(Name, qualifications
designation and dated signature)

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NOS/JW
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