

ALCID (Academic Libraries Co-operating in Ireland) cards: procedures



This applies to Academy members and certain categories of staff only.

ALCID is a co-operative access scheme which enables access to the collections of Irish university libraries, without formality, on production of a common ALCID membership card. The scheme is available to full-time academics, academic-related staff and registered students reading for postgraduate degrees.

1. Members and staff are emailed in September advising them about the ALCID facility and requesting them to contact a designated librarian to either apply for the first time, or to renew their ALCID card.
2. Application forms are vetted, signed off and cards issued. Staff renewals are automatically issued with an Academy Reader's Ticket in conjunction with the ALCID card. Their ALCID card number is entered on the Readers' database along with their Reader's Ticket number.
3. Members are issued with their ALCID card and the ALCID number is added to the Readers' database which is a secure, passworded database to which only authorised Library staff have access, or IT staff for troubleshooting or upgrade purposes, or auditors.

Retention Schedule applicable to ALCID card forms and records:

- 1** Application forms are retained for one year for administrative and audit purposes and securely shredded thereafter.
- 2** Members' contact details are deleted from the Readers' database upon decease.
- 3** Staff contact details are deleted from the Readers' database within the academic year post the departure of a staff member.

Version 5, S. Fitzpatrick, Librarian
August 2019