

Instructions

1. Email uml.mapphotos@manchester.ac.uk with your full name, University ID Number and a photograph of yourself (just your head and shoulders).
 - Photos should be no smaller than 300px width
 - Photo of head and shoulders only and must be vertical, not at jaunty 'artistic' angles or a selfie.
 - Only you should be in the photo.
 - No embellished photos i.e. no additions to the original photo, such as filters, stencil additions or lettering etc.
 - No photos of photos, e.g. photos of passports etc.
2. Once you have submitted your photo to uml.mapphotos@manchester.ac.uk you will receive an email from the Library advising you that your card is ready to be collected from the Main Library. Cards can be collected between 9am-7pm Monday to Friday and between 9am-4pm at the weekend [Location of the Main Library can be found here.](#)
3. When you go to collect your library card, you will need to provide photo ID. This could be a passport, bus pass or your school / college ID card or similar photo ID. You will also need to confirm your university ID number. Once you have your library membership card you can visit the library and borrow books.

Once you have your library membership card, you can [visit the library](#) and borrow books. You are able to use the library between the following hours:

Monday – Friday, 9am – 8pm

Saturday – Sunday, 9am – 5pm