
KNOWLEDGE BASE ARTICLE

Joining the UK Access Management Federation

Joining the UK Access Management Federation requires coordination between senior management, library staff, and the technical team to complete an institutional audit and submit necessary documents. It's crucial to keep all details current and notify any changes.

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Joining the UK Access Management Federation (UKAMF) is a complex task, requiring collaboration between three distinct departments within an institution. These departments are:

- Senior Management Team
- Library Resource Staff
- Technical Team

The process is outlined in a document available [here](#). Let's break down how each department contributes to this collaborative effort:

- **Senior Management Team:** This team must first review and agree to the federation's rules. This involves signing membership forms that address crucial areas such as data protection and operational guidelines. Without their endorsement, the institution cannot proceed.
- **Library Resource Staff:** These staff members are tasked with managing the institution's learning resources. They ensure that all resources are correctly catalogued and accessible, leveraging the subscriptions the institution holds. Their role is vital in maintaining the quality and availability of educational materials.
- **Technical Team:** The technical team takes charge of implementing the necessary software. This involves setting up and configuring systems to ensure seamless operation within the federation's framework. Their expertise ensures that the technical infrastructure supports the institution's needs effectively.

Once all departments have fulfilled their roles and agreements are in place, a formal letter of application must be sent to UKAMF. A template for this letter can be found [here](#). Additionally, all required documents for preparation are accessible [here](#).

Keeping information current is crucial. Any changes to the institution's details must be promptly communicated by emailing service@ukfederation.org.uk. The federation will respond to ensure records are updated accordingly. This ongoing communication helps maintain the integrity and smooth operation of the institution's membership within the federation.

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