

Application for Direct Borrowing Privileges

A current University Identification card must be presented to any service desk of the Western Libraries or Affiliated University College Libraries before borrowing privileges are granted. Privileges will be issued no longer than August 31 of the current academic year.

PLEASE PRINT

LAST NAME: _____ FIRST NAME: _____

 FACULTY STAFF GRADUATE STUDENT UNDERGRADUATE STUDENT

HOME UNIVERSITY: _____ I.D. NO.: _____ EXPIRY DATE: _____

HOME ADDRESS: _____

APARTMENT NO.

STREET

CITY

POSTAL CODE

HOME PHONE NO: _____ EMAIL ADDRESS: _____

■ BORROWING PRIVILEGES

A maximum of 5 concurrent regular loan items may be borrowed for 14 days, with 1 renewal. Materials are subject to the fines of the institution where the items were borrowed.

■ RECALLS

All materials are subject to recall. Each borrower is guaranteed at least 7 days use of the material. Recalled items must be returned to their library of origin by the date specified on the recall notice. Overdue recalled materials are subject to fines of \$2.00 per day.

■ RETURNS

All materials returned to any Canadian university that participates in the Canadian University Reciprocal Borrowing Agreement (CURBA) will be returned to The University of Western Ontario Libraries. The date these items return to Western is NOT guaranteed.

Recalled materials must be returned directly to Western by the recall due date.

■ CARD HOLDER RESPONSIBILITIES

- Direct Borrower Cards are not transferable
- Direct Borrowers are responsible for all materials signed out on their card.
- Lost materials, materials not returned by the due date, or materials returned in damaged condition are subject to overdue or recall fines, replacement, processing, or rebinding fees.
- The non-receipt of library notices does not relieve the borrower from fines or sanctions.

I have read and do understand the above stated privileges and conditions and I agree to adhere to the rules and regulations of the **Access Code for Western Libraries**.

SIGNATURE OF APPLICANT: _____ DATE: _____

Western Libraries has the right to temporarily or permanently withdraw borrowing privileges from any borrower who fails to observe the Access Code regulations. Notification of borrowing privileges will be provided after a decision has been made.

NOTICE OF COLLECTION

Personal information contained on this form is collected under the authority of the *University of Western Ontario Act, 1982* (as amended) and will be used by Western Libraries and/or one of the libraries of the Affiliated University Colleges to determine eligibility for borrowing privileges, maintain an accurate record of authorized borrowers, and for follow-up as necessary, including contacting the appropriate representative at the borrower's home university, regarding the status of the library account (eg, overdue materials, fines, etc). Questions about this collection should be directed to the Assistant University Librarian or Director of the library where the request for borrowing privileges is made.

BORROWER CARD NO: _____ EXPIRY DATE: _____

STAFF SIGNATURE: _____ ISSUING LIBRARY: _____