

Application for Direct Borrowing Privileges

A current University Identification card must be presented to any service desk of Western Libraries or Affiliated University College Libraries before borrowing privileges are granted. Privileges expire Aug. 31 of the current academic year.

PLEASE PRINT		LAST NAME: _____	FIRST NAME: _____
<input type="checkbox"/> FACULTY	<input type="checkbox"/> STAFF	<input type="checkbox"/> GRADUATE STUDENT	<input type="checkbox"/> UNDERGRADUATE STUDENT
HOME UNIVERSITY: _____		I.D. NO.: _____	EXPIRY DATE: _____
HOME ADDRESS: _____			
_____		APARTMENT NO. _____	STREET _____
_____		CITY _____	POSTAL CODE _____
CELL NO.: _____		HOME PHONE NO.: _____	EMAIL ADDRESS: _____

<p>■ PRIVILEGES</p> <p>■ RESPONSIBILITIES</p> <p>■ FINES AND LOST ITEMS</p> <p>■ RECALLS</p> <p>■ RETURNS</p> <p>■ GENERAL INFORMATION</p>	<ul style="list-style-type: none"> • Direct Borrowers are entitled to most of the services provided by Western Libraries and the Affiliated University College Libraries (Brescia, Huron, King's) and St. Peter's Seminary. <ul style="list-style-type: none"> • General loan library materials are available for 28-day loans with unlimited renewals. Items can't be renewed past the account expiry date of Aug. 31 of the current academic year. • Excluded services: Interlibrary Loan, special collections, the borrowing of short-loan materials or items from Omni Libraries. • Off-campus access to electronic resources may be restricted due to licensing agreements. • The Direct Borrower card is for the sole use of the individual named on it and is not transferable. • The Direct Borrower is responsible for all items checked out on their card. • Borrowing privileges are suspended when you have lost items and/or when you have accrued more than \$20 in fines. • Overdue fines are not charged for regular loan materials. Users are given 30 days to return materials before items are declared lost. • Items declared lost incur: <ul style="list-style-type: none"> • \$150 default replacement charge • On rare occasions, an item may be recalled by staff for Course Readings or other unique circumstances. You will receive an email notification and must return the item within seven (7) days of the date of recall. Recall fines accrue at \$4 per day if the recalled item is not returned within the 7-day period. • You may renew regular loan items unless: <ul style="list-style-type: none"> • Your account has been suspended because of fines totalling over \$20. • The library items have been recalled. • Items may be returned to any Ontario university that participates in the Canadian University Reciprocal Borrowing Agreement (CURBA) for return to Western Libraries. The date these items are returned to Western Libraries is NOT guaranteed and the borrower is still responsible for fines accrued. • The borrower is responsible for reporting changes to their contact information to library staff. The non-receipt of library notices does not relieve the borrower from fines. • Western Libraries and Affiliated University College Libraries may follow up as necessary, including contacting the appropriate representative at the borrower's home university, regarding the status of the library account.
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TERMS OF USE
<p>I have read and understand the above stated privileges and conditions, and I agree to adhere to the rules and regulations outlined. Western Libraries and Affiliated University College Libraries have the right to temporarily or permanently withdraw borrowing privileges from any borrower who fails to observe these regulations.</p>
SIGNATURE OF APPLICANT: _____ DATE: _____

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 College Libraries 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 (e.g., overdue materials, fines.). Questions about this information collection should be directed to library@uwo.ca.

BORROWER CARD NO.: _____

EXPIRY DATE: _____

STAFF SIGNATURE: _____

ISSUING LIBRARY: _____