

Application for Guest Borrowing Privileges

Please submit this application to the Director of the Library or designate of the library you anticipate using most often.

PLEASE COMPLETE

Please fill out form completely to avoid any processing delays.

NAME: _____	OCCUPATION: _____
BUSINESS ADDRESS: _____	HOME ADDRESS: _____
POSTAL CODE: _____	POSTAL CODE: _____
BUSINESS PHONE NO: _____	HOME PHONE NO: _____
CELL NUMBER: _____	DATE APPLICATION SUBMITTED: _____
EMAIL ADDRESS: _____	PREVIOUS BORROWING PRIVILEGES: <input type="radio"/> YES <input type="radio"/> NO
_____	IF YES, WHEN: _____

In order to process your application, a brief description of the nature and subject area you wish to research is required.

Notification will be provided within seven business days.

■ **ELIGIBILITY**

Individuals who are engaged in legitimate research, instructional, professional or administrative activities who must have access to specialized collections for professional or job-related purposes on a short term basis. Excluded are students of primary and secondary schools and post-secondary educational institutions not specified in the Access Code for Western Libraries.

■ **WESTERN ALUMNI**

Including Affiliated University College Alumni, automatically have borrowing privileges. For more information, please [click here](#).

■ **FEES**

- Individuals: \$35 for 3 months; \$100 for full year.
- Organizations: \$500 for full year.

■ **PRIVILEGES**

Borrowers are entitled to many of the services provided by Western Libraries and by the Affiliated University College Libraries (Brescia, Huron, King's) and St. Peter's Seminary. Excluded are Interlibrary Loan privileges, extended loans, the borrowing of Reserve materials, recalling items on loan and remote access to electronic resources. On-campus access to electronic resources may be restricted because of licensing agreements. Additional restrictions may be imposed to protect the borrowing needs of the university community.

■ **CONDITIONS**

- The borrower card is for the sole use of the individual named on it and is not transferable.
- Each borrower is responsible for all materials signed out on his/her card.
- A maximum of 5 checkouts is allowed, loan length of 14 days with 1 renewal.
- 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.
- Material borrowed is subject to recall.
- The non-receipt of library notice does not relieve the borrower from fines or sanctions.
- On expiry, the borrower must reapply for borrowing privileges, following the process outlined above.

Renewal of privileges is not automatic.

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

Please choose which plan you are applying for:

INDIVIDUAL

3 Months (\$35.00)

12 Months (\$100.00)

ORGANIZATION

12 Months (\$500.00)

SIGNATURE OF APPLICANT: _____ DATE: _____

For Email Submission please type your full name above and note that it will serve as your official signature.

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. **An application will be discarded if the applicant does not complete payment and pick up their library card within 30 days of notification of approval. A new application will need to be submitted if borrowing privileges are still required.***

Your application can be submitted in person (print a copy) or by emailing the completed form to the library you plan to use most often. To print please use the 'Print' button below. To email please save a copy of the form to your computer. Then create a new email, copy and paste email address for your preferred library (see below), attach the saved form, and hit send.

C.B. "Bud" Johnston Library - buslib@ivey.uwo.ca

Education Library - edulib@uwo.ca

John & Dotsa Bitove Family Law Library - lawcirc@uwo.ca

Music Library - muslib@uwo.ca

Allyn & Betty Taylor Library - taylib@uwo.ca

The D.B. Weldon Library - dbwirc@uwo.ca

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 to determine eligibility for borrowing privileges, maintain an accurate record of authorized borrowers, and for follow-up as necessary regarding the status of the library account (e.g., 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.

STAFF USE ONLY

IDENTIFICATION TYPE:

VERIFIED BY:

AUTHORIZED SIGNATURE: _____

ISSUING LIBRARY: _____

BORROWING CARD NO: _____

EXPIRY DATE: _____

NOTIFIED ON: _____

PHONE

EMAIL

LETTER