

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 expire August 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 _____	HOME PHONE NO.: _____	
CELL NO.: _____	EMAIL ADDRESS: _____		

■ PRIVILEGES

- 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.
- A maximum of 5 concurrent regular loan items may be borrowed for 14 days, with 1 renewal
- On-campus access to electronic resources may be restricted due to licensing agreements
- Excluded services: Interlibrary Loan, extended loans, the borrowing of short-loan materials, recalling items on loan and remote access to electronic resources. Additional restrictions may be imposed to protect the borrowing needs of the university community.

■ RESPONSIBILITIES

- 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 his/her card.
- Fines and/or fees apply for overdue, lost or damaged items. Borrowing privileges are suspended when you have overdue items and/or when you have more than \$5.00 in fines.
- The borrower is responsible for reporting changes in contact information to library staff. The non-receipt of library notices does not relieve the borrower from fines or sanctions.
- Western Libraries may 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).

■ RETURNS

- Borrowed items must be returned to any of the Western Libraries or the Affiliated University College Libraries by the due date.
- 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.

■ RECALLS

- Borrowed items are subject to recall. The borrower is guaranteed at least 7 days use of an item (see s.7.4 of the [Access Code](#)). Recalled items must be returned to Western Libraries by the new due date specified on the recall notice. Overdue recalled items are subject to fines of \$3.00 per day.

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](#).

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.

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: _____