



Western and Affiliated University College Alumni automatically have borrowing privileges. More information [here](#).

Please submit this application to the library you anticipate using most often.

To renew your borrowing privileges, you must submit a new application form. Renewal is not automatic.

PLEASE COMPLETE ALL FIELDS

Complete and save this form using ADOBE READER.

Preview is not compatible. To download Reader: get.adobe.com/reader/

FIRST NAME:

LAST NAME:

OCCUPATION:

DATE APPLICATION SUBMITTED:

mm/dd/yy

BUSINESS ADDRESS:

HOME ADDRESS:

POSTAL CODE:

POSTAL CODE:

BUSINESS PHONE NO.:

HOME PHONE NO.:

CELL NUMBER:

EMAIL ADDRESS:

PREVIOUS BORROWING PRIVILEGES: YES 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 7 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 s.5.2 of the [Access Code for Western Libraries](#).

■ FEES

- Individuals: \$35 for 3 months; \$100 for 1 year.
- Organizations: \$500 for 1 year.

■ PRIVILEGES

Guest 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 Guest Borrower card is for the sole use of the individual named on it and is not transferable.
- The Guest Borrower is responsible for all items signed 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.

■ RECALLS

- Borrowed items are subject to recall by other users. All borrowers are assured of 7 days use of the item ([see s.7.4 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.

■ RETURNS

- Items may be returned to any of the Western Libraries or the Affiliated University College Libraries (Brescia, Huron, King's) and St. Peter's Seminary by the due date.

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:

MM/DD/YY

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 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 - dbwlib@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