

Application for Guest Borrowing Privileges

Western University and Affiliated University College Alumni automatically have borrowing privileges. More information [here](#). **Please submit completed application to library@uwo.ca.**
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:

PREFERRED LIBRARY LOCATION:

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 engaged in research, instructional, professional, or administrative activities who must have access to Western Libraries and Affiliated University College Libraries for professional or job-related purposes on a short-term basis.
- Excluded are students of primary and secondary schools, Omni Library members, and universities participating in the Canadian University Reciprocal Borrowing Agreement (CURBA).

■ PRIVILEGES

Guest Borrowers are entitled to most of the services provided by Western Libraries and the Affiliated University College Libraries (Huron, King's) and St. Peter's Seminary.

- General loan library materials are available for 28-day loans with unlimited renewals. Items can't be renewed past the account expiry date. To Renew your borrowing privileges, you must submit a new application form. Renewal is not automatic.
- 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.

■ FINES AND LOST ITEMS

- 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:
 - \$150 default replacement charge

■ 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 their card.

■ **RECALLS**

- 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.

■ **RETURNS**

- You may renew regular loan items unless:
 - Your account has been suspended because of fines totalling over \$20.
 - The items have been recalled.
- Items may be returned to any Western Libraries location or the Affiliated University College Libraries by the due date.

■ **GENERAL INFORMATION**

- 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.

TERMS OF USE

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.

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.

*Notification of borrowing privileges will be provided after a decision has been made by library staff. **Your application can be submitted in person or by emailing the completed form to library@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 library@uwo.ca.

STAFF USE ONLY

IDENTIFICATION TYPE:

VERIFIED BY:

AUTHORIZED SIGNATURE: _____

ISSUING LIBRARY: _____

BORROWING CARD NO.: _____

EXPIRY DATE: _____

NOTIFIED ON: _____

PHONE EMAIL LETTER