



Library External Membership Application

(Staff and students from other universities and reciprocal institutions)

Who can join?

Current students or staff members at another university in Australia including the ACT under the University Library Australia (ULA) borrowing scheme or where appropriate, the ACTUAL agreement.

Staff members/convenors (only, unless indicated) from any of the following ACT institutions;

CIT (staff and students)

National Sports Information Centre

Calvary Health Care, ACT

National Gallery of Australia Research Library

Australian Institute of Health & Welfare

NOTE: This list is exclusive and based on reciprocal agreements between the Library and the named institutions. Other persons may join the Library as a community member (see *application for Community Membership*) and a membership fee applies.

How to register

Read all the information in this guide. Then complete the form on the other side and submit it to the Information & Loans Desk.

Identification

You will need to provide identification that includes;

- * proof that you are a current student or staff member of your university or institution
- * photo ID of yourself
- * proof of your current address. NOTE: You must inform us of any change of address so that we can amend our records.

Cost & charges

- * There is no cost to join the University of Canberra Library *except for Community Membership where fees apply*.
- * Charges may accrue on overdue items.
- * You will be charged replacement costs on any items that you borrow which are lost, stolen or damaged.
- * There is an administrative and delivery fee on all Interlibrary Loans/Document Delivery requests you make.
- * There is a charge for photocopying.

What you can borrow and what services are available to you as an external member

- * You may borrow a maximum of 10 items from the general collection.
- * You may renew items if there are no reservations on them.
- * You may place reservations on any general items that are out on loan.
- * You may use our Interlibrary Loans/Document Delivery Service – fees apply.
- * You may ask for Research Desk assistance at the discretion of staff.
- * Photocopiers are available for you to use – fees apply.
- * You may not borrow items that are identified as 7 day or 3 hour loan.
- * You are not able to access e-resources due to educational licence agreements

Length of time you may borrow from us

Your registration will last until the 28th February of the following year. You will need to complete another registration form and provide current ID if you wish to borrow from the Library after this period.

Conditions of borrowing from the University of Canberra Library

You are currently enrolled/employed at the University / institution nominated and have not been excluded from using your home library or any other participating university library.

You will abide by the rules of the University of Canberra Library.

All information you have provided is accurate, and you acknowledge that the University of Canberra Library may check with your home institution library. Your registration may be cancelled immediately if any of the information provided is incorrect.

You understand that information may be sent to your home library if items borrowed from the University of Canberra Library are not returned and further sanctions may apply at your home university library.

For further information about the University of Canberra Library rules and sanctions:

Library and Information Services Rules 2007

<http://www.canberra.edu.au/secretariat/legislation/rules/current/library-infoservices-rules>

Library Guide to Sanctions <http://www.canberra.edu.au/library/services/borrowing/sanctions>

Library Membership Application

Privacy statement. This information is used to create a borrower record for the Library and facilitate contact with the borrower. The information is not used for other purposes or transmitted to other parties not involved in this service. The form may be archived by the Library and may be subject to external audit.

Family name

Other names

Title Date of birth
(day) (month) (year)

Home address _____

Postcode _____ Home telephone _____ Work telephone _____

Mobile phone _____ Email (print email address clearly) _____

Please read this statement and sign below

I acknowledge that I have read the information on the reverse of this form and that by signing this form I agree to the following:

- In making this application for permission to borrow from the University of Canberra Library and use University of Canberra Library facilities, I agree to observe the provisions of the University of Canberra Library Statute and the University of Canberra Library Rules.
- I agree that all information I have provided is accurate and acknowledge that the University of Canberra Library may check with my home institution. I understand that my registration may be cancelled immediately if any of the above information is found to be incorrect.
- I acknowledge that the University of Canberra Library may forward to my home Library information about outstanding material and that my home library may impose further sanctions depending on the rules of that Library.

(Signed) _____ (Date) _____

Please select only one category listed below

1. I am a (please tick appropriate box) :

{Patron Type: External} {Patron Code: 2}

- staff member/student at CIT staff member at Australian Institute of Health & Welfare
 staff member at National Gallery of Australia Research Library staff member at National Sports Information Centre
 staff member at Calvary Health Care, ACT

You will need to provide current staff card or proof of employment, and current ID such as Driver's Licence

Staff/Student number: _____ **Expiry date:** _____

2. I am a student / staff member at the following Australian University: **{Patron Type: External} {Patron Code: 2}**

ANU ACU UNSW ADFA CSU Deakin VNE Other: _____

(You will need to provide current student/staff card or proof of employment or proof of current enrolment, proof of current address, and current ID such as Driver's Licence)

Staff / **Student card number:** _____ **Expiry date:** _____

Library staff to complete

ID (driver's licence) checked Expiry date: 28 Feb following year

Proof of enrolment or employment checked **New Borrower Number:** _____

Record created by (please print your name): _____ **Date:** / /

Record checked by (please print your name): _____ **Date:** / /