

Application for Guest Borrower Status

Affiliate University College Libraries

Eligibility:

Individuals who are engaged in research or instructional, professional, or administrative activities and must have access to specialized collections for professional or job-related purposes on a short term basis are eligible to apply.

King's Alumni automatically have borrowing privileges. For more information visit our Library Alumni Services webpage: <http://kings.uwo.libguides.com/alumniservices>

Privileges:

Guest borrowers are entitled to borrow unlimited regular loan items from each of the affiliated university college library collections, including the Cardinal Carter Library at King's, and the libraries of St. Peter's Seminary, Brescia University College, and Huron University College. Items are signed out for 28 days, and have unlimited renewals. Short-term loan items are not available as they are reserved to support the University's teaching or research. Guests are not permitted extended loans, and cannot recall items on loan or use Interlibrary Loan Services.

Conditions of Use:

- The borrower card is for the sole use of the individual named on it and is not transferable.
- The borrower card expires one year from the date of issue.
- Each borrower is responsible for all materials signed out on their card.
- Material borrowed is subject to recall; materials not returned by the due date are subject to overdue fines; lost materials and materials returned in damaged condition are subject to replacement, processing and rebinding fees.
- Non-receipt of the library courtesy notice does not relieve the borrower from fines or sanctions.
- **Renewal of privileges is not automatic.** On expiry, the borrower must reapply for borrowing privileges, following the process outlined below.
- Borrowing privileges may be revoked at the discretion of the library, due to violations of the conditions of use, or violations of the [Access Code for Western Libraries](#).

Reason(s) for Requesting Borrowing Privileges:

Your reason for requesting borrowing privileges must accompany your application. Please include the following points:

1. nature of your research and affiliation
2. subject area and type of material to be used

Privacy:

King's University College at Western University is committed to protecting the privacy of personal information that is shared with us. To view the Privacy Statement of the Cardinal Carter Library refer to our website at <http://www.kings.uwo.ca/library/about-us/library-policies/privacy-statement/> This information will be used to determine the 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 and concerns about King's University College's approach to protecting information should be directed to Marilyn Mason, Vice-Principal, Enrolment Services and Strategic Partnerships (marilyn.mason@kings.uwo.ca or 519.433.3491 x4308).

Complete, print and submit to staff at the Library Service Desk.

Surname: _____ First Name: _____

Employer: _____

Employment Address: Street: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Home Address: Street: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Email Address: _____

Previous borrowing privileges? Yes No If yes, when: _____

Provide reason for requesting borrowing privileges. Please include nature of your research and affiliation, subject area and type of material to be used. Attach additional info if needed.

I have read and understand the privileges and conditions set for Guest Borrowers of the Affiliate University College Libraries.

Signature of Applicant: _____ Date: _____

STAFF USE ONLY

ID Type: _____

Patron Number: _____

Verified by: _____

Expiry Date: _____

Staff Signature: _____

Notified on: _____

Date Approved: _____

By: Phone Email Letter