

Application for Guest Borrower Status

Affiliate University College Libraries

Eligibility:

Individuals who are engaged in legitimate 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.

Alumni automatically have borrowing privileges. For more information visit our Library Alumni Services webpage: <http://www.stpetersseminary.ca/Alumni/Library-Privileges/58>

Privileges:

Guest borrowers are entitled to borrow a maximum total of 5 regular loan items at one time from the libraries of Brescia University College, Huron University College, King's University College, and St. Peter's Seminary. These privileges exclude interlibrary loan services, borrowing reserve materials and short term loans, recalling items on loan, and remote access to library electronic resources. Additional restrictions may be imposed to protect the borrowing needs of the university community.

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 his or her 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:

The A.P. Mahoney Library is committed to protecting the privacy of personal information that is shared with us. Our Privacy Statement can be viewed at:

<http://www.stpetersseminary.ca/Library/A.P.-Mahoney-Library-Privacy-Statement/196>.

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.).

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: _____ Verified by: _____ Staff Signature: _____ Date Approved: _____	Patron Number: _____ Expiry Date: _____ Notified on: _____ By: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter
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