**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.

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

**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

**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, and Huron University. 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](https://www.lib.uwo.ca/policies/accesscode.html).

**Fines:**

* 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 a $125 default replacement charge

**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/> Information collected on this form 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.).

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| ***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: |  | |

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| **STAFF USE ONLY** | |
| |  |  | | --- | --- | | ID Type: |  | | Verified by: |  | | Staff Signature: |  | | Date Approved: |  | | |  |  | | --- | --- | | Patron Number: |  |  |  |  | | --- | --- | | Expiry Date: |  |  |  |  | | --- | --- | | Notified on: |  |   By:  Phone  Email  Letter |