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.

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:
Huron 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 Huron University College refer to our website at [http://huronuc.ca/PrivacyStatement](http://huronuc.ca/PrivacyStatement)
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.).

Revised June 2016
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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