Library Membership Form

Section A: To be completed by applicant:
To speed up the application process please tick relevant category and provide all other details where applicable.

DCU Permanent Staff Member ☐
DCU Temporary Staff Member ☐ Contract Expiry Date ____________________________
Research Centre Staff ☐ Contract Expiry Date ____________________________
Campus Company Staff ☐ Contract Expiry Date ____________________________
DCU Tutor ☐ Contract Expiry Date ____________________________
Long Term Visitor to the University ☐ Duration of Visit ____________________________

Other (please specify) _______________________________________________________

In some instances a membership fee may be applicable. In such an instance you will be notified by Library Staff of the fee before the application is processed.

Please complete in BLOCK CAPITALS

Title: __________ Firstname: __________________ Surname: __________

DCU Department / Centre (to which applicant will be affiliated)

Contact Postal Address

Telephone No: __________ Email: __________

If you have been issued with a photographic ID card by DCU Human Resources* (see overleaf) please write the barcode number of the card in the box below (number is located on bottom right hand corner of ID card).

I agree to abide by the Library Regulations (for details see http://www.dcu.ie/library/about_the_library/policies.shtml)

Signature ___________________________ Date ______________________

For all applications (except those from Permanent Staff) Section B overleaf must be completed.
Section B: To be completed by DCU Department / Centre to which applicant will be affiliated:

This person requires borrowing facilities and the Department / Centre will act as guarantor**:  Yes ☐  No ☐

(If borrowing facilities are not permitted the Library will set up an “Access Only” account)

DCU Department / Centre Stamp

Department / Centre Staff Signature __________________________Date __________________

* The Human Resources ID card can be used to access the Library: the card will be activated for Library access within one working day of receipt of this completed form.
If the applicant has not been issued with a Human Resources ID card, the Library will issue an access card (which can be collected at the Reception Desk) within 2 working days of receipt of this completed form.

** By acting as guarantor the Department / Centre is accepting responsibility for any outstanding Library loans and/or fines incurred by the applicant which are not settled prior to his/her leaving the university.

Completed forms to be returned to the Library Issue Desk for processing.

** Library Use Only

ID No: ____________________________
(where Library ID card issued)

Valid until: ____________________________

Borrower Type: ____________________________

Fee Applied  No ☐

Yes ☐ Amount € __________

Checklist:

Talis record created/renewed ☐

Patron notified to collect card ☐

Details added to excel file ☐

Date__________________________ Library Staff Initial __________________________