## University Library
### Special Borrowers

<table>
<thead>
<tr>
<th>What IS included in your membership?</th>
<th>What is NOT included with your membership?</th>
<th>When you don’t need to join the UNE Library</th>
</tr>
</thead>
</table>
| Special Borrower membership provides in person borrowing of the University Library’s collection to a client who is not a current UNE staff member or student. | Membership will not include a UNE username and password and so does not include access to:  
- Electronic resources such as ebooks and ejournals  
- The internet | Membership is not required for access to, or use of the following library resources:  
- Access to selected databases from a dedicated computer within the Dixson Library  
- Printing or copying facilities within the library (charges apply)  
- A dedicated flatbed scanner within the Dixson Library  
- Microfilm Readers within the Library |

Further information for members of the public can be found here: [http://www.une.edu.au/library/services/services-for/general-public](http://www.une.edu.au/library/services/services-for/general-public)

## How do you apply?
- Complete the application form on page 3
- Supply evidence of eligibility for concession or Special Borrower Non-Fee Paying category
  - Option 1 (preferred): Visit the Dixson Library between 10am-4pm business days to have your photo taken and card produced.
  - Option 2 (a delay of up to 10 business days may apply): Attach a recent colour passport photograph (lightly print your name on the back of your photograph).
- Deliver the application either in person to the Dixson Library Service Desk or post to:  
  **Loans Team**  
  **University Library**  
  **UNE NSW 2351**

If your category requires an annual fee payment can be made in person or online:
- In person using EFTPOS or cash at the Dixson Library Service Desk.
- Online via our secure payment gateway [https://une.onestopsecure.com/UNE/OneStopWeb](https://une.onestopsecure.com/UNE/OneStopWeb)

## Now what happens?
If your card has already been issued we will email you an information package. If you have used option 2 above, we will post your Library Borrowing Card and information package to your postal address. Once you have your Library Borrowing Card you can borrow from the library.

## Need more information?

Enquiries should be directed to: 02 6773 2458 or [libloans@une.edu.au](mailto:libloans@une.edu.au)
# Borrower Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
<th>Persons in this category</th>
<th>Evidence of eligibility examples</th>
<th>Membership Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SBF</strong></td>
<td>$82.50 per year</td>
<td>Members of the public and other individuals who do not fit below criteria.</td>
<td>No evidence required</td>
<td>Annual from date of application</td>
</tr>
<tr>
<td>(Special Borrower Full Fee)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SBF</strong></td>
<td>$27.50 per year</td>
<td>Open University Students, Students enrolled in courses offered by the New England Institute of TAFE, School students, UNE Alumni, UNE volunteers, and persons receiving unemployment, disability, aged and other benefits may apply for concessional membership.</td>
<td>Proof of enrolment, a current Healthcare Card, a letter from a UNE department, a graduation certificate</td>
<td>Annual from date of application</td>
</tr>
<tr>
<td>(Special Borrower Concessional)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SBN</strong></td>
<td>No Charge</td>
<td>Former staff of UNE, former members of UNE Council.</td>
<td>Proof of employment, a letter from the Head of School</td>
<td>3 years</td>
</tr>
<tr>
<td>(Special Borrower Non Fee)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff currently employed with the following institutes: UNE Partnerships, New England Institute of TAFE, local and regional schools, UNE recognised Centres, Institutes and CRCs listed here: [http://www.une.edu.au/research/research-centres-institutes](http://www.une.edu.au/research/research-centres-institutes)

Current organisational ID, a letter from the Head of School

Term of contract or 1 year, whichever is greater.
Family Name …………………………………………………… First Name ……………………………………………………

Home Address ……………………………………………………………………………………………………………………..

…………………………………………………………………… Postcode …………………………………………………

Postal Address (if different from above) ………………………………………………………………………………………

…………………………………………………………………… Postcode …………………………………………………

Telephone …………………… Mobile …………………… Email ……………………………………………………………

Category …………………… Affiliation (e.g. School student)……………………………………………………………………

I wish to apply to become a Special Borrower of the University Library. I agree to abide by all University Library policies and conditions of use. For further information please visit the University of New England University Library page at: http://www.une.edu.au/library/about-us

Privacy Statement

By completing this form you are supplying the University of New England with personal information about yourself. The University needs this information so that it can process your application for a card. However should you not supply the information, or supply only part of it, you should be aware that your application might not be processed. You have the right to request access to and/or correct any personal information concerning you held by the University. The University of New England’s Privacy Statement can be found online at http://www.une.edu.au/privacy

Signature ……………………………………………………………………… Date ………………………………………

A parent, guardian or school teacher must approve applications for persons under the age of 18.

Parent / Guardian / Teacher Name ……………………………………………………………………………………………

Address …………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

Signature ……………………………………………………………………………………………………………………………

Please attach your passport photograph here (if required)

Scanned photos not accepted

Office Use Only

ID Number …………………………………

Authorised By & Date …………………………………

Category …………………………………

Concessional Evidence …………………………………

Fee (if charged) …………………………………

Receipt number (if charged) …………………………………