

University Library Special Borrowers Application

The University of New England has a proud tradition of service to the community. As its contribution, the University Library offers full membership to members of the community.

What does your membership include?

- ❖ Walk-in access to a number of our subscribed online databases. Please note: you will **NOT** be able to access the Internet from the University's computers, use databases limited to UNE students and staff or use the Library's databases from your home.
- ❖ You can borrow from the Library's collection.
- ❖ You have access to extensive reference and periodical collections.
- ❖ Use the Library's outstanding Special Collections.
- ❖ Ask for advice or assistance when searching for information.
- ❖ Access material held in libraries throughout the world by using our Document Services.

How do you apply?

- ❖ Complete the application form below.
- ❖ Attach a recent colour passport photograph. Please lightly sign and print your name on the back of your photograph in case it becomes separated from your application. Please note: scanned photographs will not be accepted.
- ❖ Include payment for the annual fee if required by your category. Please make cheques payable to the University of New England. You can also pay in-person by credit card, EFTPOS or cash at the Dixson Library Service Desk.
- ❖ Please provide proof of eligibility for Concession benefits and for other categories that are free.
- ❖ Send the form, payment and/or proof of eligibility, and your photograph to:

Loans Coordinator
University Library
UNE NSW 2351

Now what happens?

- ❖ We will post your University ID card (your Library card) to your postal address.
- ❖ Processing your application and producing your ID card will take about two weeks.
- ❖ We will also send you a packet of information to help you use the University Library.
- ❖ You are able to borrow from the University Library as soon as you receive your card.

Need more information?

- ❖ Please contact the Service Desk in Dixson Library by telephoning 02 6773 2458 or emailing the Loans Coordinator at libloans@une.edu.au.
- ❖ Check the University Library's website at <http://www.une.edu.au/library> .

Privacy Statement

- ❖ The information you provide on this application form will be used to administer your Library patron record and provide details of items you have borrowed. Details from your record may be conveyed to UNE's Financial Services Directorate and the library of your home institution when appropriate.
- ❖ The provision of information by you is voluntary. However, we may not be able to process your application if all of the requested information is not supplied.
- ❖ You have the right to access and/or correct any personal information concerning you held by the University, subject to the reasonable convenience of the University.
- ❖ The University of New England's Privacy Statement can be found online at <http://www.une.edu.au/policies/pdf/privacystatement.pdf> .

Category Types and fees

Additional charges may be applicable, including the late renewal or late return of borrowed books and for material obtained from other libraries through Document Services.

Category A	Personal borrowers	
Individuals	\$82.50 per year	GST inclusive
Concessional	\$27.50 per year	GST inclusive

School students, UNE Alumni and persons receiving unemployment, disability, aged and other benefits may apply for Concessional membership. Documentary evidence (for example, a current benefit concession card or Seniors card) must be presented annually. A parent, guardian or teacher is required to sign an application from a school student.

Category C **Personal borrowers**

Evidence of eligibility for this category includes proof of employment (UNE payslip or contract), or current organisational ID or payslip, and for teachers a letter from the Head of a local or regional school confirming your current employment status.

- ❖ Former general staff and current contract or casual general staff of UNE
- ❖ Members and former members of the UNE Council
- ❖ Employees of UNE Partnerships, New England Conservatorium of Music, and Cooperative Research Centres, University Centres and Centres associated with the Faculties of UNE. A list of these is at <http://www.une.edu.au/about/research/university-centres.php>.
- ❖ Employees of the CSIRO, NSW Department of Agriculture, NSW National Parks and Wildlife Service, NSW Department of Environment and Climate Change, and Hunter New England Health.
- ❖ Staff from the New England Institute of TAFE
- ❖ Teachers currently employed by local and regional schools

Category D **Personal borrowers**

Evidence of eligibility is current student ID or proof of enrolment.

- ❖ Distinction School Students
- ❖ Students enrolled in courses offered by the New England Institute of TAFE

Category E **Personal borrowers**

A UNE payslip or contract or a letter from a UNE Faculty would provide evidence of eligibility.

- ❖ Former academic staff and current contract or casual academic staff of UNE
- ❖ Visiting academic staff from an overseas University or other recognised institution

Category F **Personal borrowers**

A letter from a UNE Faculty would provide proof of eligibility for this category.

- ❖ Postgraduate overseas students attached to a Faculty at UNE

Special Borrowers Application Form

Family Name

First Name Date of birth:

Home Address
..... Postcode

Postal Address
(if different from above) Postcode

Telephone Mobile Email

Category Affiliation (All Categories)

I wish to apply to become a Special borrower of the University Library and use my date of birth as a password. I understand I will be issued with a UNE ID card which will entitle me to borrow from the University Library with the same privileges and responsibilities as other borrowers.

Signature **Date**

A parent, guardian or school teacher must approve applications from **school students**.

Parent / Guardian / Teacher Name

Address
.....

Signature

If applicable, have you supplied proof of eligibility for Concession benefits? No charge?

If you wish to pay your fee by **credit card**, please provide the following details:

Card type: Mastercard VISA

Cardholder's name:

Card number: Expiry date:/.....

Signature of cardholder:

OFFICE USE ONLY

Concessional evidence

Fee \$.....

Receipt number

Patron Code

Authorised by

Date

ID Number

Please attach
your passport
photograph here

**Scanned photos
not accepted**