Institiúid Teicneolaíochta, Trá Lí
INSTITUTE OF TECHNOLOGY, TRALEE
Tel: (066) 7191700

Guest Application Form

Duration of access to Library Facilities and/or IT Facilities is based on academic year running from September to August Applicants must reapply each academic year.

Please complete all fields in block capitals.

PERSONAL DETAILS*

SURNAME	STUDENT ID NUMBER (ITT)
FIRST NAMES	LAST YEAR OF COURSE (ITT)
	DATE OF BIRTH / /
ADDRESS	NATIONALITY
	COUNTRY OF BIRTH
	HOME TEL. MOBILE
	MALE ❑ FEMALE ❑
	PPS NUMBER

Email Address:

*Proof of Identity is required; please attach a copy of your Passport, Drivers Licence or Birth Certificate. Application will not be processed without I.D.

ACADEMIC DETAILS

Programme	
College **(Proof of Registration Details from College Required)**	
Programme Completion Date	
Grounds for request	
Do you require access to IT Facilities (TL_XOST_X, Reg "OS")	Yes ❑ No ❑
Do you require access to Library Facilities	Yes ❑ No ❑

Office Use Only	Select	Office use
Educational or work-related Research, etc., with IT account Wi-Fi access IT guest account with Wi-Fi access and access to library borrowing facilities.	❑	**(TL_XOTST_X, REG "WN")** (Millennium Ptype 53)
Educational or work-related Research, etc., with IT account access (for those with approved links to IT Tralee) IT guest account access (guest login, Wi-Fi), PC access and access to library borrowing facilities.	❑	**(TL_XOTST_X, REG "OS")** (Millennium Ptype 53)
Preceptor, Tutor, Retired Staff Full IT guest account access (e-mail, guest login, Wi-Fi) PC access, access to library borrowing facilities & access to online resources & option to request library items.	❑	**(TL_XTRNL_X REG "XN")** (Millennium Ptype 41)

Signature of Applicant*: _____ **Date:_____**

*(I have read the guidelines relating to the conditions governing annual membership, and I agree to abide by these conditions)

 NB *Please include your e-mail address*

External Borrower Library Membership Application Form

Please select the membership type you would like to apply for:

Borrower Type (Standard)	Select	Annual Fee	Borrowing Rights
Individual Member	❏	€ 30	2 books for 1 week
Individual Member (Voluntary / Non-profit Sector**)**	❏	€ 10	2 books for 1 week
Individual Member (Borrowing access Jun-Aug**)**	❏	€ 10	2 books for 1 week
Corporate (up to 6 named members)	❏	€ 200	2 books for 1 week
Retired Staff/Governing Body	❏	No Fee	2 books for 1 week
Alumni	❏	No Fee	2 books for 1 week
Preceptor / Tutor/ approved by HOS/HOD	❏	No Fee	2 books for 1 week

Approval by HOS/HOD for Preceptor / Tutor			
HOS/HOD Approval	*Signature:*		*Date:*
School/Department/Course/Student			

Membership fee waiver approval			
HOS/HOD/CS*	*Signature:*		*Date:*

Library membership approved by Librarian/Deputy Librarian.	*Signature:*		*Date:*
Fees to be paid:	**None** ❏	**€10** ❏	**€30** ❏
Date fees paid:			

For Office use only

Former student with t-number		*New external borrower*	
Amend Banner	Date/initials	**Added to Banner**	Date/initials
Print Card	Date/initials	**Time and date for photograph**	Date/initials
Notify borrower	Date/initials	**Notify borrower**	Date/initials
Fee paid Amount:	Date/initials	**Fee paid Amount:**	Date/initials
		Card competed	Date/initials