

## External Library Users

### Procedures RE: Application for Library Membership.

External Users fill out an **External Borrower Library Membership Application Form**. This is a double-sided form with the **Guest Application Form** from Admissions on the other side.

These forms are available from the Library and from the Admissions office. Forms can also be downloaded / printed from the Information Page of the Library's web page at: <http://www.ittralee.ie/en/media/GuestForm.pdf>

### Terms of membership

Non-affiliated individuals can apply for annual membership only. Annual membership is subject to annual re-application and renewal and the Institute reserves the right to review and refuse membership.

Membership is granted on the basis that:

- Membership allows you to borrow certain material from the library subject to the normal library rules regarding returning items on time, fines for overdue items, etc. See the table below for details on borrowing rights.
- Membership allows you to avail of certain IT Facilities (such as Internet access) if requested.
- Membership does not allow access to our online databases.
- Members behave in a respectful manner towards staff and students.
- Members must not involve themselves in any way in the day-to-day business and operation of the Institute.
- Members must comply with all lawful directions of the staff of IT Tralee.

Failure to adhere to the above membership guidelines will result in the immediate cancellation of library membership.

### Membership charges

Standard External Borrowers fall into the categories listed in the table below, with the membership fees as outlined:

<b>Borrower Type (Standard)</b>	<b>Annual fee</b>	<b>Borrowing Rights</b>
Individual Member	<b>€ 30</b>	<b>2 books for 1 week</b>
Individual Member (Voluntary / Non-profit Sector)	<b>€ 10</b>	<b>2 books for 1 week</b>
Individual Member (Borrowing access Jun-Aug)	<b>€ 10</b>	<b>2 books for 1 week</b>
Corporate (up to 6 named members)	<b>€ 200</b>	<b>2 books for 1 week</b>

*Please note that fines of 50c per day, per item, apply on overdue items.*

### Submitting forms

Completed application forms can be dropped into the library desk on the North or South Campus or posted to the Librarian (Patrick Doherty, Librarian, Institute of Technology Tralee, Dromthacker, Tralee, County Kerry) or e-mailed to him at **pat.doherty@ittralee.ie**

### Personal details / Signature / e-mail address

Personal details, contact details, etc., must be completed fully for Admissions. Please remember to include your **e-mail address** when applying for membership as we use e-mail to contact borrowers.

### Identification

Identification is required with an application. (photocopy of Passport, Drivers Licence or Birth Certificate). Identification will not be required if the application is approved by any of the following: Director, Registrar, Head of Development, Financial Controller, Head of School, Head of Department, Central Services Manager.

### Proof of Registration

If a course is cited as a reason for requesting library membership, then proof of registration details from the College is required.

Those applying for membership should allow at least a week between initial application and notification as to whether their application has been accepted.

A membership fee, if applicable, must then be paid at the library desk. A membership card or T-card will be issued – usually within 10 days - by arrangement with the Admissions Office.

### Application approved by Registrar, Head of School, etc. & Waiving of Fees

A fee can be waived if the membership application is approved by any of the following: Director, Registrar, Head of Development, Financial Controller, Head of School, Head of Department, Central Services Manager. In this case, the External Borrower Library Membership Application Form must either be signed by the person approving (indicating whether to waive the membership fee – normally €30 or €10) or there should be an accompanying letter from the person who is approving membership.