



# GEORGE FORBES MEMORIAL LIBRARY AT LINCOLN UNIVERSITY

## Te Wharepūrākau o Te Whare Wānaka O Aoraki Library Access for Former Lincoln Students (ALUMNI)

All alumni are welcome to use the library for reading and reference and to consult the library web site. For additional benefits sign up for an Alumni membership.

Email: [AskLTL@lincoln.ac.nz](mailto:AskLTL@lincoln.ac.nz) to register from a distance.

Alumni can enrol for the first six months free of charge.

If required, continuing membership can be purchased:

UP TO 12 MONTHS	UP TO 6 MONTHS	UP TO 3 MONTHS
\$100 GST incl.	\$60 GST incl.	\$30 GST incl.

Alumni using the library in person may:

- Borrow books and serials
- Receive basic reference services
- Receive more advanced reference service, depending on staff time, at an hourly rate of \$60 GST incl.
- Use [certain databases](#), if license agreements allow.
- Use your library card to photocopy.
- Use the interloan service at a discounted price of \$18 + GST per item.

Distant alumni resident in New Zealand may:

- Receive basic reference services
- Receive more advanced reference service (using [AskUs](#)) depending on staff time, at an hourly rate of \$60 GST incl.
- Use [certain databases](#), if license agreements allow.
- Use the interloan service (for copies only) at a discounted price of \$18 + GST per item.

Overseas alumni please contact us to see what services we can offer.

Lincoln University Library welcomes donations and bequests.  
Contact [Glen Walker](#) or phone: (03) 4230 357

Office Use:  
PEOPLESOFT

Peoplesoft No.:.....

Library Code: Visitor

Category: Special

Card No.:.....

Mind Unit No.:.....

Amount of payment received:

\$.....

When paid up to:.....

Date:..... Library staff initials:.....

### VOYAGER

*Payment must be receipted in Voyager by firstly:*

- Adding the patron details
- Click on \$ and the on 'Add' and 'Fee type'
- 'Special Borrower Alumni'
- Enter amount of fee
- Then go to 'Post' and enter payment received and method of payment
- In description put in when it is paid up to.

**Registration in person:** □ Monday - Friday 8:30 am - 4:30 pm

- Come to the Library Service Point
- Present ID, including photo
- Pay the appropriate fee
- Staff will create your card and register you on the library system
- Only one free six month enrollment period per Alumni

**Borrowing:**

- You must always produce your card
- Books and Theses are issued for 2 weeks
- Multimedia 3 days
- Serials 1 day
- Fines will be charged for any overdue material
- Short Loan material may only be used within Library, Teaching and Learning and where copyright permissions allow

**Copying:**

- Your library card is also your copy card
- Black and white copying costs 8 cents per A4 side

For further information please consult:

<https://ltl.lincoln.ac.nz/>

or: "Library Notes for Students" "Library Regulations and Rules"

For questions regarding Library hours or renewal of material: Telephone: (03) 325 3815

Usual Term Time Hours:

Monday - Thursday

8:00 am - 9:00 pm

Friday

8:00 am - 6:00 pm

Saturday - Sunday

10:30 pm - 6:00 pm

**GEORGE FORBES MEMORIAL LIBRARY  
ALUMNI APPLICATION FORM**

**NB:** If registering in person, please bring ID with you. Payment may be made only by EFTPOS or credit card in the Library.

First six month free. If required, continuing membership can be purchased:

UP TO 12 MONTHS	UP TO 6 MONTHS	UP TO 3 MONTHS
\$100 GST incl.	\$60 GST incl.	\$30 GST incl.

**Full name:** .....

**Mailing address:** .....

.....

**Residential address:** (if different from above): .....

.....

**Former Student/Staff ID number:** (if known): .....

**Phone No.:**.....**Date of Birth** / /

**Email:**.....

I agree to abide by the current Library Rules & Regulations - see <http://library.lincoln.ac.nz/About/Policies/> a complete copy.

**Signed:**.....**Date:**.....

**Return form to:** Access Services Supervisor

Lincoln University  
Library, Teaching and Learning  
PO Box 85064  
Lincoln University  
Christchurch 7647  
NEW ZEALAND

**Any questions? Email:** [AskLTL@lincoln.ac.nz](mailto:AskLTL@lincoln.ac.nz)