



Office Use:

PEOPLESOFT

Peoplesoft No.:.....

Library Code: Visitor

Category: Special

Card No.:.....

Mind Unit No.:.....

Payment received: \$.....

Cash / Cheque / Eftpos (deleted what doesn't apply)

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'
- Choose 'Special Borrower fee'
- 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.

**Library Access for External Users
Registered as SPECIAL BORROWERS**

The Library regulations allow for Library membership to be considered for persons wishing to make serious use of the Library on payment of a fee and whose **written applications have been approved by the Librarian.**

The criteria for considering these requests are:

- a need to use material in our collection which is not readily available elsewhere
- applicants must be resident within the local telephone calling area or be contactable by email on a daily basis and undertake to return material immediately if required
- a desire to use the Time Out Collection is not accepted
- a requirement for information services is not accepted

NOTE: Membership is granted to individuals not companies, although the individual will often have business reasons for wanting to see the collection. Access to databases and other electronic resources will be governed by the individual database licenses and may be restricted.

| UP TO 12 MONTHS | UP TO 6 MONTHS | UP TO 3 MONTHS |
|------------------------|-----------------------|-----------------------|
| \$150 GST incl. | \$90 GST incl. | \$50 GST incl. |

Registration in person:

- Monday - Friday 8:30 am - 4:30 pm
- Come to the Library Service Point
- Present ID, including photo, letter of approval and form
NOTE: written registration must be received in advance.
- Pay the appropriate fee
- Staff will create your card and register you on the library system

Special Borrowers using the library in person may, on producing their ID card, borrow:

- Books and Theses are issued for 28 days
- Multimedia 7 days
- Serials 7 days
- Fines will be charged for any overdue material
- Short Loan material may only be used within the Library and where copyright permissions allow
- Receive basic reference services
- Receive more advanced reference service, depending on staff time, at an hourly rate of \$60 GST incl.

Copying:

- Money to copy can be loaded on your ID card.
- Black and white copying costs 10 cents per A4 side

For further information please consult:

Library Web: www.library.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
SPECIAL BORROWERS (off campus)
Application form

NB: If registering in person, please bring ID with you and letter of approval from Librarian. Payment may be made only by EFTPOS or credit card in the Library.

| | | |
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Name:(Given/First)

(Family/Surname).....

Mailing address:.....

.....

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

.....

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

Email:.....

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