**LIBRARY**  

# External Borrower Scheme Application Form

* Please complete and bring the form to the Library during Staffed Service hours with a passport sized photograph, proof of identity and of address (eg. driving licence, utility bill). Proof of eligibility for membership (as described below) should be provided.
* **Payment can only be made online. We will send a link and password to your email address to enable you to make the payment.**
* Keep your card safe and note that a charge of £10.00 is made for replacement cards.

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|  | **Student in UK higher education** | Annual fee £90  6 month fee £45  Please provide proof of status |  |  |
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|  | **Student on placement** | Free membership. Please attach a letter from your home institution verifying your status | | |
|  | **Oxford Brookes Alumnus** | Annual fee £50  Please provide proof of alumni status | | |
|  | **Brookes Society** | Free membership  Please attach a letter confirming your membership | | |

Please complete this form in capital letters.

Name in full (Prof/Dr/Ms/Mrs/Miss/Mr) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give your home institution (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note:**

* All library users must produce their university smartcard or borrower/library card for examination on request by library and security staff.
* Overnight entry to John Henry Brookes Building is by card only, and all non-Brookes persons must leave the building between 21.00 - 07.00.
* E-resources, access to the University computer network, printing, scanning or copying, inter-library loans and booking study rooms are not available to external borrowers.

**Declaration:**

I wish to apply for external membership of Oxford Brookes University Library. I understand that access to services is granted for education, research or private study purposes only. I agree to abide by the Library's regulations. I understand that membership is discretionary and that Library staff reserve the right to refuse applications for membership without redress and to withdraw services where members are in breach of regulations.

**Signature: Date:**

**STAFF USE:**

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| --- | --- | --- | --- |
| Fee paid | Replacement card fee (£10) paid | | Receipt issued |
| Borrower ID number |  | | Date issued |
| Expiry date |  | Replacements |  |

## WWW.BROOKES.AC.UK/LIBRARY