APPLICATION FOR SFU EXTERNAL ORGANIZATION LIBRARY CARD

Address: Management, Loans Division, W.A.C Bennett Library, SFU 8888 University Drive, Burnaby, B. C. Canada, V5A 1S6 Tel: 778.782.4345 Fax: 778.782.3023 www.lib.sfu.ca

☐ NEW APPLICATION
☐ RENEWAL APPLICATION
☐ REplacement CARD APPLICATION

Please submit this form with payment by fax, mail or in person to the address noted above. Note: Outstanding charges must be paid before cards will be renewed.

I am aware of the SFU Library's regulations governing the use of the card and borrowing privileges and agree that card(s) will be used by employees of our institution only. I acknowledge that I am fully responsible for any materials that employees of the institution choose to access, send or display. I undertake to abide by Library policies (including overdue and lost material charges), regulations, and database licence agreements*, some of which may restrict access to databases and services. I acknowledge that use of the SFU Library and its computing facilities is subject to the University's Policy #GP24. I accept the need to acquaint myself, and employed users, with these rules and agree that use of the Library assumes an understanding of and agreement to conform with the rules. I undertake not to violate their prohibitions and understand that failure to do so may result in suspension of Library access.

Library privileges for External Organization borrowers are available at: http://www.lib.sfu.ca/about/services/borrowing.htm#extrapriv

Institution's Name: ____________________________________________________________

Authorized person (print):____________________________________________________

Authorizing Signature: _______________________________________________________

Address:___________________________________________________________________

Postal Code:________________ Telephone: ( ) ________________________________

e-mail:_________________________ Fax: ( ) ________________________________

Date: __________________________

Payment Required:
New or renewal fees: $200 flat rate per year for 3 cards.
Lost card replacement fee: $5.00 per card.

Payment Enclosed:
☐ Cheque -payable to Simon Fraser University ☐ Visa ☐ Master Card

If you are purchasing a library card by Visa or MasterCard, please fill out this section.

Institution: _________________________________________________________________

Name on Credit Card: _______________________________________________________

Credit Card Number: ____________________ - ____________________ - ____________________

Credit Card Expiry Date (month/year): ____________________

*Note: Under this agreement, users may not access licensed Electronic Resources from outside the library – Journal articles, Database indexes.

last updated: June 15, 2007