APPLYING 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

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:

Institution’s Name: ___________________________________________________________
Authorized person (print): ____________________________________________________
Authorizing Signature: _______________________________________________________
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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.

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