

Please indicate type of membership applied for:

Alumni Reader Alumni Borrower

External Reader External Borrower Retired Staff Other

Please return form with appropriate fee (*exact amount only*) -

Name: _____

Home Address: _____

Contact Telephone Number: _____ Email Address: _____

Membership start date: _____

If Graduate of Tallaght Campus, please enter your Tallaght student ID number:

Year of graduation: _____

Proof of identity (including current student ID card for other 3rd level if applicable) and proof of address are required

I agree to comply with the library regulations [overleaf].

For further information on the University's data protection policies and procedures, please see our website -

<https://www.it-tallaght.ie/gdpr>

Signed _____

PLEASE NOTE THAT ALL APPLICATIONS MUST BE APPROVED AND VERIFIED BEFORE MEMBERSHIP WILL BE GRANTED (48 HOURS). PLEASE PROVIDE PROOF OF ADDRESS AND PHOTO ID.

For Office Use Only:

Patron Type: Alumni Reader Alumni Borrower External Reader External Borrower
Student from other 3rd level institute Concessionary (OAPs etc.) Campus Company Retired staff
Other

Amount Paid: € _____ ID Number assigned: _____

Membership period: From: _____ To: _____

Date card/wifi details issued/posted: _____

Wireless enabled Application verified

Regulations for all library users

The library regulations listed below are in the interest of all users. Regulations are also on display on library notice boards. Please ensure that you are aware of library regulations and abide by them at all times.

Library privileges may be limited or withdrawn if regulations are not observed

Regulations:

- Students must have their University ID card with them at all times to avail of library services. Only registered library users may use the library. Children may not accompany adults into the library.
- University ID cards must be produced when requested. Failure to do so may result in disciplinary action.
- Library users are responsible for all items borrowed using their ID card. All items on loan are subject to recall at any time.
- No library material may be removed without authorisation.
- Library users will not cause any noise or disturbance which is likely to distract or inconvenience other users. Those making noise will be asked to leave the library.
- All mobile phones should be switched off or to silent mode.
- No food or drink is allowed in the library.
- Bags must not be taken into the library.
- Library users will not deface or otherwise abuse library property.
- Users must not reserve reading/study spaces by leaving their belongings on tables or desks. Desks, PC's & Laptops left unattended for more than 15 minutes can be used by another user. Belongings should not be left unattended in the library.

Fees per year - *please note we can only accept the exact amount*

External reader

- Individual €10 ; Alumni Reader €5 ; Students of other 3rd level institutes €10 ; Concessionary (OAPs etc.) €5

External borrower

- Individual €40 ; Alumni Borrower €25 ; Students of other 3rd level institutes €30 ; Concessionary (OAPs etc.) €25

Guide for external members of the library - <https://library.it-tallaght.ie/gem.html>

Guide for retired staff - <https://library.it-tallaght.ie/grs.html>