

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: \_\_\_\_\_  
\_\_\_\_\_

Work Address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Membership start date: \_\_\_\_\_

If Graduate from IT Tallaght, please enter your IT Tallaght student ID number:

\_\_\_\_\_

Year of graduation: \_\_\_\_\_

Please give details of any previous qualifications, and the awarding body.

Qualification: \_\_\_\_\_ Awarding Body \_\_\_\_\_

**Proof of identity and proof of address are required**

I agree to comply with the library regulations.

Signed \_\_\_\_\_

**PLEASE NOTE THAT ALL APPLICATIONS MUST BE VERIFIED  
BEFORE MEMBERSHIP WILL BE GRANTED.**

**For Office Use Only:**

**Patron Type:** Alumni Reader  Alumni Borrower  External Reader  External Borrower   
Student from other 3<sup>rd</sup> 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**Library privileges may be limited or withdrawn if regulations are not observed**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 Institute 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.
- Institute 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 authorization.
- 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 - <http://library.it-tallaght.ie/gem.html>

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

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*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.*