



1. APPLICANT'S PERSONAL DATA

FIRST NAME		
MIDDLE		
SURNAME		
ID/Passport number		Mobile tel. no.
E-mail address		
Mail correspondence address in Cyprus		
Street, number, apartment / P.O. Box	Postal Code	Community/City

Check below all that apply:

- I am a University of Cyprus graduate. Year of graduation:
- I am ex-staff of the University of Cyprus. Years of employment: from until
- I am student/staff at another higher education institution in Cyprus. Name of institution:

I am: (please attach appropriate documentation in order in order to receive 50% discount on subscription)

- unemployed over 65 disabled MGI recipient

I wish to use the Library mainly for purposes of:

- BA/BSc Research Exams Information/leisure PhD Master's Other

2. MEMBER CARD

(check one of the three options below)

1. I wish to have just a card (cost: €12), so that I can use the Library premises and services except for borrowing, e.g. photocopying/printing (see paragraph 16 in the page over)
2. I wish to have a card (cost: €12) AND to subscribe so that I can check out books and/or audiovisual material (see SUBSCRIPTION TYPE below)
3. I already have a member card and I wish just to subscribe (see SUBSCRIPTION TYPE below)

3. SUBSCRIPTION TYPE

E.g. 1A, 3B.

		Items	Borrowing duration	A		B		Γ		Notes
				1 year	2 years (total)	3 years (total)				
1	Member A	7	21	1A €25	1B €45	1Γ €60			Items: the total number of items a member can have checked out at the same time. Borrowing duration is in calendar days per item.	
2	Member B	15	180	2A €30	2B €54	2Γ €72				
3	Family subscription	7	21	3A €40	3B €60	3Γ €70			Subscription cost covers all the family with dependants under 18 years of age. Each member must obtain their own card. The subscription is valid for the same period of time and with the same rights for all family members.	
4	Group subscription A	7	21	4A €15	4B €27	4Γ €36			Subscription cost is per person and each member must obtain their own card. The subscription is valid for the same period of time for all group members. A minimum number of 10 individuals is required, with simultaneous application submission.	
5	Group subscription B	15	180	5A €20	5B €36	5Γ €48				

THE APPLICATION CONTINUES IN THE PAGE OVER

For Library use	Number of cards	Subscription type	Total

TERMS AND CONDITIONS OF REGISTRATION FRO EXTERNAL MEMBERS

Individuals not affiliated with the University of Cyprus may register as External Members (EM) of the Library under the following conditions:

1. The applicant fills up this application form and submits it to the Library. By submitting the signed application form the applicant declares that all information provided is true and correct.
2. In case the applicant does not already have a Library Member Card, upon submission of the application they must pay €12.00 for their personal Member Card.
3. For family/group subscriptions and special categories of EM, documents providing the necessary evidence must be submitted along with the application in order for the discount to apply.

OBLIGATIONS OF EXTERNAL MEMBERS

4. The Member Card is necessary for entrance to the Library premises, in order to check out library material (provided that there is an active subscription for that), in order to photocopy/print from Library equipment, as well as for access to the Wi-Fi of the University of Cyprus. EM must always carry their Member Card and present it to Library Staff if asked to do so.
5. In case the personal Member Card is lost, stolen or destroyed, the EM must immediately inform the Library, so that the card is cancelled and a new one is issued.
6. If a new Member Card must be issued for any reason as per paragraph 5 above, the EM must pay anew the sum of €12,00 for the issuing of the new card.
7. In case of change of any personal information that has been submitted (name/surname and contact information), the EM must immediately inform the Library. Providing inaccurate information and/or not immediately informing in case of change constitute a serious violation that may lead to cancellation of the registration and/or other penalties.
8. The EM bears personal and exclusive responsibility for the timely return or renewal of checked out material. **The**

Library has no obligation to remind the member of their obligations and any notifications sent by the Library are only out of good will in order to assist the member, who may not in any case justify an overdue return of material claiming that they have not read or received a notification, given that all members may access online their personal account and check the dates due for checked out items.

9. A fine of €0,40 per day and per item is charged for overdue returns for checked out items that belong to the general collection.
10. In case the Library asks for an item to be returned immediately (recall), the EM must return it within 3 working days, otherwise the equivalent overdue fine will be charged.
11. If upon its return an item appears to be damaged and the damage had not been noticed at checkout, the EM will be charged the cost for repair or replacement of the item.
12. If the EM does not return an item because they lost it, then the EM must either replace it or pay for the cost of tis replacement, a cost that will be estimated by the Library.
13. An EM with outstanding balance cannot checkout or renew items until the outstanding balance is settled.
14. In case an EM does not fulfil any of their obligations towards the Library, the Library may permanently deprive them of any library rights or impose other penalties upon decision by the Library Director or the Library Committee.

THE APPLICANT / EXTERNAL MEMBER MUST BE AWARE THAT:

15. Activation of borrowing rights may take up to 3 business days upon submission of the application.
16. Upon expiration of the period of use of the Member Card, any monetary credit for photocopying/printing is zeroed, and the Card may be activated anew for a new subscription.

ΥΠΕΥΘΥΝΗ ΔΗΛΩΣΗ ΑΙΤΗΤΗ

I declare that I am over 18 years of age, that I have understood and I am aware of all charges related to this application I am submitting, that I have carefully read and understood all the above terms and conditions and that I accept them. I also declare that I have examined the document "Library Policies and Terms of Use" and I accept all my obligations deriving from it. Finally, I declare that I authorize the Library of the University of Cyprus to make use of my personal data included in this application for purposes of contacting and informing me about Library matters. I am aware of my right according to data protection regulation EE/2016/679 to withdraw this authorization, to have access to and to correct my personal data any time by informing in writing the Library of the University of Cyprus.

.....
Applicant's signature

.....
Date

For Library use	The application	Total charges	Expiry date	Signature
	is approved			
	is not approved	Card:		
		Subscription:		
	Total:			