



**1. APPLICANT'S INFO**

(please use only Latin characters)

FIRST NAME			
MIDDLE NAME (if applicable)			
LAST NAME			
ID/Passport no.		Mobile phone no.	
E-mail address			
Correspondence address in Cyprus			
Number, Street, Apartment no. / P.O. Box		Postal code	Community/Town

Check anything below that applies:

- I am alumni of the University of Cyprus. Graduation year: .....
- I have retired from the University of Cyprus. Years employed: from ..... until .....
- I am student/staff at another higher education institute. Institute: .....
- At least one of the following applies: (provide documentation to receive 50% on subscription)

unemployed       over 65 years       special needs       GMI recipient

I intend to use the Library mainly for purposes of:

- Bachelor       Research       Exams       Information/leisure       Other
- Phd       Master's

**2.A. MEMBER CARD** (select one)

- I have no card and I would like to ask for one (cost: €12).       It has been less than 12 months since I graduated, and I want a card (€12) and a free subscription
- I already have a member card.

**2.B. CARD RENEWAL** (v or X)

One year	Two years	Three years
<b>1A</b> € 15	<b>1B</b> € 27	<b>1C</b> € 36

**3. SUBSCRIPTION TYPE**

e.g. 2A, 3B.

				A		B		C		Notes
		Items	Loan duration	1 year	2 years (total)	3 years (total)				
1	Member A	7	21	<b>2A</b> €25	<b>2B</b> €45	<b>2C</b> €60	Items: the total number simultaneously checked out. Loan duration is per item and in calendar days.			
2	Member B	15	180	<b>3A</b> €30	<b>3B</b> €54	<b>3C</b> €72				
3	Family subscription	7	21	<b>4A</b> €40			The subscription cost cover the whole family with dependents under 18 years. Each member must obtain their own card (cost: €12 each). The subscription is valid for the same period of time for all family members with the same rights. ATTACH THE REQUIRED ANNEX.			
4	Group subscription	7	21	<b>5A</b> €15			The subscription cost is per person and each member must obtain their own card (cost: €12 each). The subscription is valid for the same period of time for all group members. The group must have a minimum number of 10 individuals who must submit their applications simultaneously.			

THE APPLICATION CONTINUES ON BACK OF PAGE

<b>For use by the Library</b>	Number of cards		Subscription type		Total	
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**TERMS OF REGISTRATION AS EXTERNAL MEMBER**

Interested 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 in and submits this application form to the Library. Upon submission, the applicant declares that all information provided is correct and true.
2. In case the applicant does not already have a Library Member Card, s/he must pay €12,00 for a personal Member Card to be issued.
3. For family or group subscriptions, as well as where EMs are allowed a discount, all necessary documentation must be provided upon submission of the application.

**EXTERNAL MEMBER'S OBLIGATIONS**

4. The Member Card is required to enter the Library premises, to check out material (appropriate active subscription required), to photocopy and print from Library devices, to use the Group Study Rooms and the lockers, as well as to get credentials for Wi-Fi access within the University. EMs must always carry with them their Member Card while in the Library and be ready to present it to Library staff or Security Guards upon request.
5. In case a Member Card is stolen, lost or rendered non-usable, the EM must inform the Library immediately, so that the card be deactivated and a new one be issued.
6. If a card must be reissued for any of the reasons mentioned in point 5 above, the EM must pay anew €12,00 for the new card.
7. In case any personal information (name and contact information) changes, the EM must inform the Library immediately. Submitting incorrect information and/or neglecting to update immediately upon changes constitute a serious offense that may lead to cancellation of the registration and/or other sanctions.
8. Every EM bears personal and exclusive responsibility for the timely return or renewal of items they have checked out. **The Library has no obligation to remind the member and any notifications sent by the Library**

**aim only to assist the member, and the latter cannot claim that s/he has not read or has not received or has not been sent a notification and bring that as an excuse for any overdue return of material, since all members can check their own account online.**

9. Overdue return of material leads to fines imposed. For the general collection the fine is €0,40 per day per item.
10. In case a recall is placed by another user and the EM is requested to return a checked out item earlier than the scheduled date, the EM must return the item within three (3) working days, otherwise the appropriate fine will be imposed.
11. If upon return of an item damage is detected that had not been pointed out during the checkout, the EM must pay for the expenses of replacement or restoration of the item.
12. If an EM loses and consequently cannot return a book s/he must replace it with a new copy or pay the necessary expenses for its replacement, as per the estimation made by the Library.
13. Any outstanding balance towards the Library automatically suspends the right of the EM to check out other items or to renew items already checked out, until the payment is settled.
14. To EM who do not fulfil any of their obligations towards it, the Library may impose as a penalty definite cancellation of the EM registration and/or other more serious sanctions to be decided by the Library Director or the Library Committee.

**THE APPLICANT / EXTERNAL MEMBER MUST BE AWARE THAT:**

15. Borrowing rights are activated within 2-5 working days after submission of the application.
16. Upon expiration of the usage period of the Member Card the card is deactivated and the remaining money credit for photocopying/printing is lost. The Card may be re-activated in the future for a new subscription.

**DECLARATION BY THE APPLICANT**

***I declare that I am over 18 years old, that I am aware of the total charges regarding the application I submit herewith, that I have carefully read and understood all the above terms and that I accept them. I also declare that I have examined the document "Library Policies and Terms of Use" and that I accept all my obligations deriving from it. Finally, I declare that I authorize the University of Cyprus Library to use my personal data included in this application in order to contact me about issues regarding the Library. I am aware of my right as per data protection regulation EE/2016/679 that I can withdraw this authorization, I can have access and I can correct my personal data at any time by submitting a written request to the University of Cyprus Library.***

.....  
**Applicant's signature**

.....  
**Date**

<b>For Library use</b>	The application is	<b>Total charges</b>	<b>Expiry date</b>	<b>Signature</b>
	approved	Card(s):		
	rejected	Subscription:		
		Total:		