**PROPOSAL FOR PERSONAL STAFF MEMBERSHIP AND BORROWING RIGHTS AT LIBRARY SPECIAL COLLECTIONS & MUSEUMS, UNIVERSITY OF ABERDEEN\***

\* Staff in possession of a valid ID card are automatically eligible for Library membership. This form applies only to employees in other categories.

**Name of Candidate for Library Membership:**

**Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­**

**Expiry date of post :**

**Hosting Department : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed by (who must have full-time contract): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please indicate why Library membership is required.**

**NB. In proposing this person for Library membership the department accepts liability for any loss of library materials or charges associated with this membership.**

There is an administrative charge of **£15.00** per membership payable by the submitting department for the issuing of a library card. Any extension requires a further £15.00 payment.

**Signed by Head of Department/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Head of Department/School (PLEASE PRINT)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The completed application form together with the administration fee (either cash or proof of payment to ledger code **1501** **CF10293-12**) should be sent to:

CIRCULATION SERVICES MANAGER,

THE SIR DUNCAN RICE LIBRARY,

BEDFORD ROAD,

ABERDEEN

AB24 3AA

**Applicants will be required to bring appropriate photographic ID to the Library, where they will complete a membership form and a card will be issued.**

MMB 2.4.2013