



Library Membership Application Form

Please complete this application form and return it by email or post to: Library and IT Service Desk, James Hardiman Library, NUI Galway. Phone: 091 493399, Email: library@nuigalway.ie. If posting please supply a passport sized photo with your application. All fields are mandatory. When your application has been processed you will be contacted by Library staff. We cannot guarantee access to all applicants. All information provided is held and processed in accordance with NUI Galway Data Protection Policy. (PLEASE WRITE CLEARLY, Incomplete applications will not be processed)

PLEASE NOTE: Replacement cards will be charged at €5 per card.

Title: (Ms. Mr. Dr. etc): _____ First Name: _____ Surname: _____

Postal Address: _____

Phone: _____ Email: _____

Date of Birth: _____ Old NUIG Student ID number (if applicable): _____

Please tick the membership you are applying for (further details on the back of this form)

Please Note: Use of Online Resources are only available on site in the Library

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|---|--|
| <input type="radio"/> Graduate of NUIG (proof of graduation req.) | <input type="radio"/> Atlantic Alliance |
| <input type="radio"/> Individual Member | <input type="radio"/> ALCID |
| <input type="radio"/> GMIT (Staff & Post Grad only) (Note from GMIT Lib Req.) | <input type="radio"/> Open University |
| <input type="radio"/> SCONUL New - Band ____ (Confirmation Email Req.) | <input type="radio"/> Corporate |
| <input type="radio"/> SCONUL Issue of replacement card (Old Card Req.) | <input type="radio"/> NUIG Sponsored Staff/Student |

Please note membership does not include access to the Library Reading Room and the library closes at 5:30 from May to September and is not open at weekends during that time.

Research Subject Area:

Please give a full account as to why you require the use of the James Hardiman Library:

I have received a copy of the Library's Code of Conduct and agree to abide by this code and the library's e-resources policy

Signed: _____

Date: _____

Library Use Only:

Old Account: _____ Books/Fines? _____ Moved to New Acc? _____ Acc Deleted? _____

New ID number: _____ Fees Paid: _____ Card Printed: _____

Collection Method: To Be Collected: To be Posted:

JHL Approved: _____ Date: _____ Complete: Tick once account is finished



Membership Type	Membership Only Cost	Additional charges for Borrowing
Graduate of NUIG (proof of graduation required)	Free	6 months - €30 12 months - €60
Individual Member	3 months - €30 6 months - €60 12 months - €120	6 months - €30 12 months - €60
GMIT (Staff & Post Grad only)	Free	6 books for 4 weeks
ALCID	Free	6 months - €30 12 months - €60
SCONUL Band A	Academic Staff Support Staff Postgraduate Researchers	6 books for 4 weeks
SCONUL Band B	Part time Undergraduates Part time Postgraduates Distance learning students Placement Students	2 books for 2 weeks
SCONUL Band C	Full time Taught Postgraduates	4 books for 2 weeks
SCONUL Band R	Full time Undergraduates	No Borrowing
Atlantic Alliance	Free	6 months - €30 12 months - €60
Open University	12 months - €60	12 months - €120
Corporate	€300	€300

PLEASE NOTE: REPLACEMENT CARDS	€5	N/A
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Code of Conduct

The James Hardiman Library seeks to provide all users with a welcoming, comfortable and safe environment that is conducive to learning and research. In order to maintain such an environment, we require that all users follow the Library's Code of Conduct and show respect for the needs of others. Violators of the Code may be asked to leave the Library and may be refused future access.

Library Environment:

- Users are required to carry their University student or staff ID Card with them to gain entry to the Library. These, and any other Library ID Card, must be used only by the person to whom it was issued.
- Instructions of library staff should be followed at all times, and a failure to do so may result in a user being asked to leave the Library, and such user at the discretion of the Library may be refused future access.
- Only drinks in spill-proof mugs or capped plastic water bottles are permitted in the Library. No other food or beverages are allowed. Anyone entering the Library with food or unlidded drinks may be asked to leave.
- Bags may be allowed into the Library at the discretion of Library staff and may be searched on exit.
- Mobile phones must be set to silent on entering the Library so as to ensure a quiet study space for all. If it is necessary to use your phone you may do so *only* on the emergency stairs at the southern or Áras na Gaeilge end of the Library building.
- Silence must be observed in all parts of the Library but particularly in the Silent Study Zones. Group Study Rooms are available for group work.
- Places may not be reserved in the Library. Any place left unattended for longer than 1 hour, in peak periods, may be cleared by Library staff or another user. Please see our [Study Break Policy](#) for further details. The Library will not be responsible for any personal property left unattended, mislaid or stolen.
- Smoking is not permitted anywhere within the Library.
- Use of the Library as a filming or photographic location must be approved in advance with the University Librarian's Office.

Library Safety and Security:

- Users are responsible for their personal property at all times, and should never leave personal items unattended. The Library is not liable for loss or damage to personal property.
- Animals are not allowed in the Library, with the exception of registered guide dogs.
- Users must not vandalise or damage Library equipment or furniture.



- Users may not enter unauthorised areas of the Library or remain in the Library when the facility is closed to the public.
- Users are required to leave the Library at closing, during emergency situations and evacuations.
- Users may not use power plugs in locations where their use leads to trailing flexes and tripping hazards.

Library Materials:

- Library materials or equipment may not be taken from the Library without proper checkout or authorisation. Library materials must be returned on or by the loan due date or upon request by the Library. Fines are charged on overdue items.
- Library materials may not be concealed in the Library for the exclusive use of an individual or group of users.
- Library materials must not be mutilated, defaced or damaged in any way. This includes but is not limited to marking, underlining or writing on pages, removing pages or portion of pages, removing anti-theft devices, or applying sticky notes.
- Use of Library computers is governed by the Information Solutions and Services *PC Suite Guidelines* and by the *University's Code of Conduct for computing resources*. Library computers may not be used for any other activities except for those directly relating to university and library research and learning.
- Electronic resources available through the Library are licensed for non-commercial use by NUIG staff and students and on-site users for education or research purposes only. Use of the data retrieved is not permitted for consultancy or services leading to the commercial use of the data. Moreover, passwords should never be shared.
- Users must observe applicable intellectual property laws and Copyright legislation when photocopying, scanning, photographing, printing or downloading from information resources in print or electronic format.
- Final year examination results may be withheld until all books on loan have been returned and outstanding fines paid.



E-Resources Usage Policy

Increasingly the scholarly information resources that the Library makes available to you are provided online as e-resources, e.g. 300,000 e-books and 70,000 e-journals. These resources are acquired for you under license and it is essential that all NUI Galway staff and students comply with the terms of those licenses regarding of how those resources can be used.

As a current member of the NUI Galway faculty, staff or student body it is generally acceptable to:

Use the Library's subscribed e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes

Make a limited number of electronic copies of material for personal non-commercial use

Share single copies of articles with other individual current NUI Galway faculty staff and students

Link to specific content hosted on the publisher's/vendor's site

It is not acceptable to:

Download large amounts of material in a systematic manner (e.g. entire books or journal issues, or large-scale downloading from e-resources to create a body of data somewhere else)

To use robots, spiders or intelligent agents to access, search and/or systematically download from these resources

Use content from e-resources for commercial purposes, re-publish, redistribute or alter content

Remove, alter or obscure the copyright notice

In any way make content from e-resources available to non-NUI Galway current users, for example:

- by posting fulltext content online on any website, listserv, mailing list, etc.
- by forwarding via email or storage device any fulltext material contained in an e-resource.
- by sharing your Campus Account login credentials to allow others to login with the potential of accessing the Library's subscribed e-resources

Use e-resource content for other purposes that violate NUI Galway guidelines

Many licenses prohibit the downloading and posting of licensed content on another server, even if for use in secure sites like BlackBoard. In general, it is required to create a link in a course module that points back to the original publisher/vendor website

You are encouraged to look for the "Terms of Use" link (or similar) found at many resources for more specific information regarding standard Fair Usage guidelines of e-resources. You should also familiarise yourself with the [NUI Galway ICT Regulations](#).

It is the responsibility of every member of the NUI Galway staff and student body to ensure their Campus Account Credentials are not used in breach of any terms and conditions listed above. Be aware



that claiming lack of awareness of the above Usage Policy does not constitute an excuse for lack of adherence.

Publishers and vendors automatically monitor use of e-resources to ensure that the terms of use are being adhered to. Breach of license will cause the vendor to block the entire community of NUI Galway from accessing these resources.

Additionally, any person who violates the terms and conditions of the Library's E-Resources Usage Policy as outlined above may find themselves subject to NUI Galway disciplinary procedures.