

EXTENSION STUDENT / FACULTY CARD APPLICATION - UCI LIBRARIES

Name: _____ Birthdate _____ / _____ / _____
Last First Middle Month Day

E-mail Address _____ **Inclusion of an e-mail address on this form represents your consent to receive e-mail notices from the UCI Libraries.**

Local/Campus Address _____
Number Street or Department Apt. No. City State Zip

Local/Campus Phone (_____) _____

ADDRESS OR OTHER CHANGES MUST BE REPORTED DIRECTLY TO THE UCI LIBRARIES

Permanent Address
(If different from above): _____
Number Street Apt. No. City State Zip

Residence Phone (_____) _____

Please select a **numeric** Personal Identification Number (P.I.N.) with a minimum of 4 digits, and enter here: _____ A P.I.N. in your on-line record enables you to view your own circulation record, renew items, place holds and recalls, and use Express Checkout.

UCI ID Number _____
Employee or Student ID

Applicant agrees to comply with all rules and regulations of the UCI Libraries. Patron cards are permanent and non-transferable. **A VALID CARD & PHOTO IDENTIFICATION MUST BE PRESENTED** when conducting business at any circulation point in the Libraries.. If the card is lost, stolen, or mutilated you will be charged \$10 for a replacement card. If you lose your card, please report it immediately to the Loan Desk at any of the UCI Libraries. You are liable for all material charged to your card before the loss is reported. You are required to provide a current mailing address. **FAILURE TO RECEIVE AN OVERDUE OR RECALL NOTICE DOES NOT EXEMPT BORROWERS FROM FINES AND/OR BILLS.**

Your signature indicates knowledge of and agreement with the Lending Code of the UCI Libraries.

Signature

Date of Application

UCI EXTENSION OFFICE VERIFICATION

Quarter/Year **Student** Enrolled _____ Quarter/Year **Faculty** Employed _____ Signature of **UnEx Staff** _____

UCI LIBRARIES STAFF USE ONLY - PLEASE DO NOT WRITE BELOW

Exdate _____ / _____ / _____ P Code 1 _____ P Code 3 _____ P Type _____ Barcode _____

Patron ID _____ P File No. _____ Invalid Card No. _____ Fee \$ _____

New Card _____ Update _____ Lost Card _____ Staff Initials and Date _____

ADDITIONAL INFORMATION

- ~ Most books may be renewed in person, by telephone, and in some cases electronically. Renewals will be processed if no holds or recalls are pending. Community users are allowed two renewals on selected material checked out from the UCI Science and Grunigen Libraries, and five renewals on selected material from the Langson Library. New books from the Langson Library Lobby are not renewable. Consult Reserve Services regarding loan periods and renewal policies for reserve material.
- ~ Library card privileges may not include the use of Document Access & Delivery Services. Most community users may check out up to 25 books at one time from the Langson Library, and an additional 5 books from the Science Library and/or the Grunigen Medical Library.
- ~ Please renew or return your checked out material promptly to allow others access to our collection and to avoid overdue fines and lost book bills. Courtesy overdue notices are sent to your e-mail address if you have provided us with one. If not, notices will be sent by surface mail.
- ~ Borrowers are subject to **FINES** on overdue reserve and recalled material. Fines will be charged at the rate of \$2.00 per hour (\$20 maximum) on overdue reserve items, and at the rate of \$1.00 per day (\$20.00 maximum) on overdue recalls.
- ~ Borrowers will receive a **LOST BOOK BILL** for items not returned within a designated period of time determined by the location of the material and the loan rules applied. **Bills**, as distinguished from fines, have no maximum dollar amount, and include the price of the book and a non-refundable processing fee of \$10.00 per item. Balances not paid within 30 days of the original invoice date are subject to additional charges levied by Campus Billing Services.
- ~ Invoices should be paid promptly to avoid any additional charges. Invoices are payable at the UCI Cashier's Office, 228 Administration, University of California, Irvine, 92697. For fines under \$10, consult a Loan Desk or Reserve Services staff member regarding payment procedures. Loan periods, loan rules, fines, and replacement charges for materials held in other departments within the UCI Libraries will vary. Consult those departments directly for specific information.
- ~ Book return chutes are available at all UCI Libraries for returning material after hours. Reserve items should be returned directly to the desk where the checkout occurred.

The principle purpose for requesting patron information on this form is to issue library-borrowing cards and to administer the library's lending program. University policy authorizes maintenance of this information by the UCI Libraries. Furnishing all information requested on this form is mandatory. Failure to provide such information will delay or may even prevent the issuing of your library card.

The California Privacy Act of 1986 ensures that all registration and circulation records shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

- By a person acting within the scope of his or her duties within the administration of the library.
- By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
- By order of the appropriate superior court

As used in this law, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation record" includes any information which identifies the patrons borrowing particular books and other material. This law shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

The person responsible for maintaining the information contained on this form is the Head, Access Services Department, UCI Libraries.