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# Alumni Library Application Form

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| **Purpose** | This form is for alumni (graduates of the College) to apply for membership of the David Duggan Memorial Library |
| **Membership** | The annual cost of an Alumni Library membership is $20.  A $20 joining fee applies – you will be invoiced following receipt of your application. |
| **Borrowing Privileges** | Access to the Library catalogue to search the print and audio-visual collection.  Two books can be borrowed at any one time.  Books are issued for 2 weeks. Items can be collected on-campus or sent out. Alumni are responsible for any courier costs to send/return items. |
| **Restrictions** | Items are not renewable and are subject to recall.  Short loan material is in high demand with students and is subject to availability.  Printing, scanning, and copy are not provided.  Membership does not include access to the electronic databases. |

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| **Form Instructions** | Complete this form and submit to the email listed below. Please allow 3-5 days for your membership to be processed. You will receive an invoice via email. Your membership will commence when the College has received payment. |
| **Submit to** | Library Manager – [Library@spcnm.ac.nz](mailto:Library@spcnm.ac.nz) |
| **Full Name** |  |
| **Name at time of study (if different)** |  |
| **Address** |  |
| **Email** |  |
| **Phone** |  |
| **Year of graduation from SPCNM/SPCNT** |  |
| **Signature** |  |
| **Payment** | in Cash  via Internet Banking 38-9009-0140393-00  Please list your name and ‘alumni library’ with the payment  Date paid: |
| **Application received by** Click or tap here to enter text. **on:** Click or tap here to enter text.  **Approved:  Y  N**  **Financial Controller informed on:**  **OR  Manual invoice raised by SSC on:**  **Payment made on:** Click or tap here to enter text.  **Application processed**  **Alumni informed on:** Click or tap here to enter text.    **Signature: (Library Manager)** | |