

**Libraries & Instructional Media Services Department  
MEMBERSHIP APPLICATION FORM**

Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
P. O. Box: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Street Address: \_\_\_\_\_

**Annual Membership Fee Category (please tick one):**

- \$25.00 University of the Bahamas Alumni Borrowing privileges
- \$25.00 Retired University Employee Borrowing
- \$25.00 Senior Citizen Non-Borrower
- \$100.00 Senior Citizen Borrower
- \$50.00 General Membership Non-Borrower
- \$150.00 General Membership Borrowing **excluding** Law and Nursing general materials
- \$200.00 General Membership Borrowing **including** Law and Nursing general materials
- \$1,250.00 Institutional/Corporate Borrowing membership (5-10 persons)
- \$2,500 Institutional/Corporate Borrowing membership (10-20 persons)
- \$7,500.00 Institutional/Corporate Borrowing membership (20-40 persons)

By signing below, I agree to respect and comply with staff instructions and the rules and regulations of the University of The Bahamas libraries.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Business Office Use Only**

Membership Fee Paid: \$ \_\_\_\_\_  
Cashier's Initial: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**NOTE:** Please take your receipt and Membership Application to the University of the Bahamas (UB) Admissions Office, Keva M. Bethel Building, to secure COB identification card. Bring your Membership Application with you to the library on your first visit for registration at the Circulation Desk and your UB membership id card with you each time you visit the library.

**Revised January 2015**

**UNIVERSITY OF THE BAHAMAS**  
**Libraries & Instructional Media Services Department**

**Membership Guide  
and  
Application Form**

**University of The Bahamas Libraries**

**Harry C. Moore Library and Information Centre, Oakes Field Campus  
Hilda Bowen Library, Grosvenor Close Campus  
Northern Bahamas Campus Library, Grand Bahama**

**<http://www.ub.edu.bs/academics/ub-libraries/>**

## MEMBERSHIP

- Membership is open to the general public and is tenable at all UB Libraries.
- Submit completed application and fees to Business Office, Oakes Field Campus or in Grand Bahama to the Northern Bahamas Campus Accounts Department.
- Present the receipt to the Admissions Office and a University of The Bahamas identification card will be issued.
- Membership is valid for the period indicated on the UB issued ID card.
- Membership is renewed annually on payment of the fee and validation of the identification card at Admissions Offices.
- Alumni verification is completed at the Business Offices at the Oakes Field or Northern Bahamas Campuses.

## MEMBERSHIP BENEFITS

- Use of all UB Libraries for twelve (12) months
- Access to a wide variety of research resources, including Bahamiana
- Access to the computers and free wireless access
- Access to Reference services
- On-campus access **ONLY** to licensed databases, with the exception of the law databases
- Access to UB Virtual Library
- Access to individual study rooms at HCM Library
- Includes up to 50 pages of printing
- Alumni receive special discounted member rate

## ACCESS AND BORROWING:

- Members must present valid UB membership identification cards to access the libraries.
- Members with borrowing privileges may borrow a maximum of five books from the general collection (subject to the discretion of the Librarian).
- Books may be borrowed for a period of 14 days and may be renewed once for an additional 14 days.
- Books that are lost, damaged or overdue are subject to fines and fees to the borrower.

## REGULATIONS FOR USE

- Smoking, eating and drinking are prohibited in the library.
- Audio and video devices such as iPods and Mp3 players may be used only with earphones in the library.
- Cell phone use in the libraries is prohibited unless there is a designated area.
- Additional regulations are available at the Library.

## LIBRARY HOURS

	HCM	HBL	NCL
Sunday	1:00 p.m. – 5:00 p.m.	Closed	Closed
Monday	8:00 a.m. – 9:00 p.m.	8:00 a.m. – 8:00 p.m.	9:00 a.m. – 9:00 p.m.
Tuesday	8:00 a.m. – 9:00 p.m.	8:00 a.m. – 8:00 p.m.	9:00 a.m. – 9:00 p.m.
Wednesday	8:00 a.m. – 9:00 p.m.	8:00 a.m. – 8:00 p.m.	9:00 a.m. – 9:00 p.m.
Thursday	8:00 a.m. – 9:00 p.m.	8:00 a.m. – 8:00 p.m.	9:00 a.m. – 9:00 p.m.
Friday	9:30 a.m. – 6:00 p.m.	8:00 a.m. – 5:00 p.m.	9:00 a.m. – 9:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.	10:00 a.m. – 4:00p.m.	10:00 a.m. – 1:00 p.m.