

CANTERBURY CHRIST CHURCH APPLICATION INVICTA LIBRARY CARD

Section 1 – Your Personal Details

Surname: _____ Forenames: _____

Home Address: _____

Post Code: _____

Home Institution: Canterbury Christ Church University

Status: Student Staff Course Name: _____

Library (ID) Card Number: _____

University E-Mail: _____

Section 2 – Your Application Request

(Please tick to indicate your request)

Canterbury Christ Church University Student / Member of Staff Application to use The Drill Hall Library

Reason for application: _____

Section 3 – Your Signature

I agree to be bound by the rules and regulations of the Drill Hall library.

Your Signature:	Date:
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Take the completed form to Canterbury Christ Church University Library for Section 4 to be completed.

Section 4 – Canterbury Christ Church Library Use Only

INVICTA Access Scheme	
Application valid until (expiry date of Library account):	Canterbury Christ Church University Stamp endorsed with authorised signature and date

When all 4 sections have been completed take the form and your Canterbury Christ Church University library ID card to the Drill Hall Library

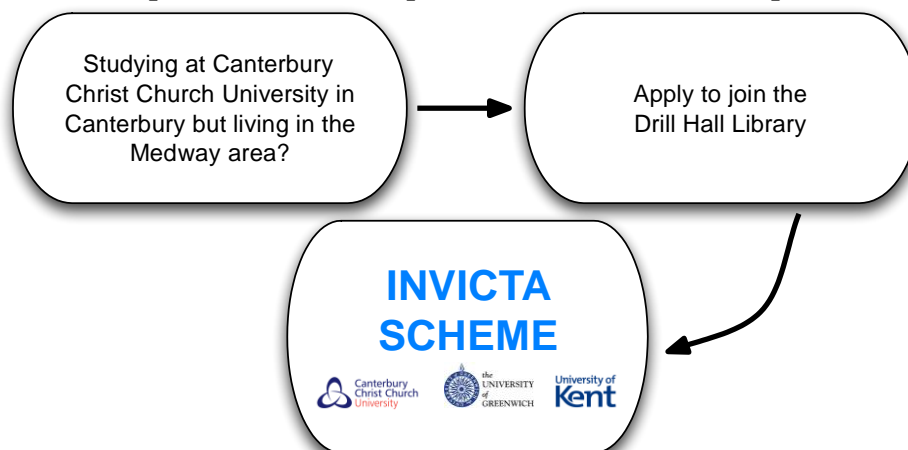
Section 5 – Drill Hall Library use only

(Please tick)

- Talis account generated
- Information Leaflet issued
- Code of conduct issued

Universities at Medway Stamp endorsed with authorised signature and date
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INVICTA ACCESS SCHEME (Canterbury Christ Church)



Who can join?

The INVICTA scheme is open to any Canterbury Christ Church University Student or Member of Staff who meets the following eligibility criteria:

- Canterbury Christ Church University Student /Member of Staff registered and based at the Canterbury campus who lives in the local Medway area
- Applicant must have a clear library account with no outstanding fines

What can INVICTA offer you?

Access to and limited borrowing rights from:

- The Drill Hall Library

Borrowing Rights

- You may borrow up to 5 items. Borrowing is, however, restricted to short and ordinary loan items and excludes other categories including inter-site loans

Facilities

- Use of study facilities and photocopiers

Computer Access

- Shared desktop access is available at the Drill Hall Library, please note however that CCCU students/staff will not have any network connections back to their file storage, share points or public drives

Return of Items

- Items borrowed under the INVICTA scheme can be returned either to the Canterbury Christ Church University Library or the Drill Hall Library
- If items are returned to the Canterbury Christ Church University Library they will note the date of return and pass this information on to the Drill Hall Library so the items can be discharged from your account
- Fines will be charged at the rate set by the Drill Hall Library. Borrowing rights may be revoked for consistent late return

Renewal of Items

- Items can be renewed on line, in person or by telephone as long as they are not reserved by another user. We recommend that you renew a couple of days before they are due back

How do I join?

- Complete the application form overleaf and take it to the Canterbury Christ Church University Library
- Take your Canterbury Christ Church University library ID card and INVICTA application form (authorised by Canterbury Christ Church University Library) on your first visit to the Drill Hall. You will not require a photograph
- Complete the registration process at the Drill Hall Library to receive your INVICTA membership
- You should take your Canterbury Christ Church University library ID card on all subsequent visits
- For students, membership is valid until the expiry date of your home institution library account. For staff, membership is valid for a period of 3 years from the date of issue