

O'GRADY LIBRARY



Non-Affiliated Patron Registration Form

Full Name _____
(Last Name) (First Name) (Middle)

Mailing Address - Local

(Street / PO Box)

(City) (State) (Zip Code)

Residence Address – Local
(if different from mailing address above)

(Street)

(City) (State) (Zip Code)

Telephone _____ Cell Phone _____
(Area code) (Area Code)

Driver's License or State Identification Card # _____
(Required)

Birthdate _____
(Required)

Email Address: _____

Are you a SMU Alumni? Yes ___ No ___

Please continue to reverse side for the Acceptable Use Policy for Guests

LIBRARY STAFF PLEASE COMPLETE:

Patron Number .p. _____ Barcode Number 283260000 _____

Date: _____ Staff Initial: _____

Identification: 1. _____ 2. _____

Comments: _____

Saint Martin's University

Library & Integrated Technology Services Acceptable Use Policy for Guests

Saint Martin's University provides numerous information technology resources for use by the University community to support its educational mission. The use of these resources must be consistent with the goals of the University. As a guest of the University community, you are expected to act responsibly and to follow the University's guidelines, policies, and procedures in utilizing information technology and electronic networks accessed by such technology.

Key Rules for Technology Services

- **Guest technology use is provided for educational purposes consistent with the mission of the University**
- **Guests are only logged onto designated computers in the Information Commons area of O'Grady Library**
- **Guests are only logged on for one hour per day**
- **Only 3 guests at one time will be logged in to the Information Commons**
- **Guests will not be logged on between 9:00 am and 4:00 pm Monday - Friday while classes are in session**
- **Guests will not be logged on at any time during midterm week, the final two weeks of classes, or final exam week**
- **Priority for use of campus technology facilities will always be given to Saint Martin's University students, faculty and staff; you may be asked to vacate the station if heavy usage is experienced**
- **Guests will not have access to scanning services, CD burners, digital cameras or other media equipment**
- **Unauthorized software installation and/or system modifications are prohibited**
- **Guests must respect copyright and other intellectual-property rights**

PLEASE READ AND SIGN THE STATEMENT BELOW

I agree to abide by the policies of the libraries from which I borrow materials and to pay any fees that may be charged for materials lost, damaged or returned late, as stated in the policies. I have read and agree to abide by Saint Martin's University's Acceptable Use Policy. I understand that I am responsible for all use made of my library card, with or without my consent.

Signature _____ Date _____

Parent's / Guardian Signature _____ Date _____

Only if under 18 years of age