

KENT APPLICATION INVICTA LIBRARY CARD

Section 1 – Your Personal Details

Surname: _____ Forenames: _____

Home Address: _____

Post Code: _____

Home Institution: Kent

Status: Student Staff Course Name: _____

Library (ID) Card Number: _____

University E-Mail: _____

Section 2 – Your Application Request

(Please tick to indicate your request)

Kent 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 the Templeman Library for Section 4 to be completed.

Section 4 – Templeman Library Use Only

INVICTA Access Scheme	
Application valid until:	University of Kent Stamp endorsed with authorised signature and date

When all 4 sections have been completed take the form and your University of Kent Library ID card to the Drill Hall Library

Section 5 – Drill Hall Library use only

(Please tick)

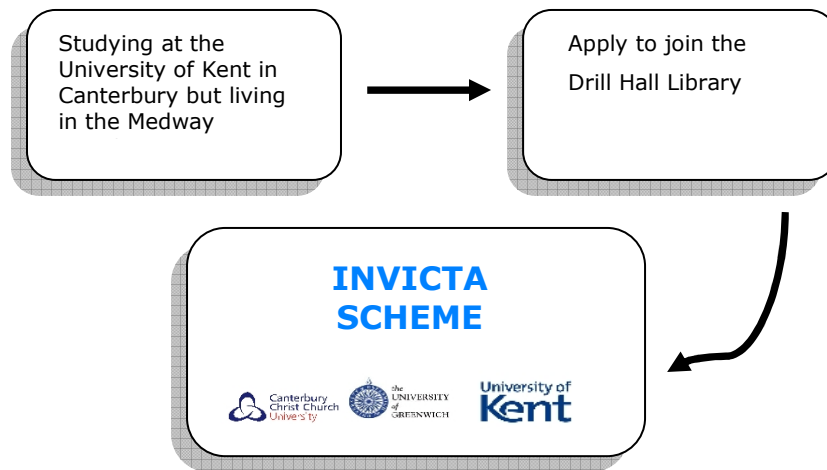
Talis account generated

Information Leaflet issued

Code of conduct issued

Universities at Medway Stamp endorsed with authorised signature and date

INVICTA ACCESS SCHEME (Kent)



Who can join?

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

- University of Kent 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 month 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

Return of Items

- Items borrowed under the INVICTA scheme can be returned either to the Templeman Library or the Drill Hall Library
- If items are returned to the Templeman 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 Templeman Library
- Take your University of Kent library ID card and INVICTA application form (authorised by your home 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 University of Kent 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