

APPLICATION FORM FOR REGISTRATION OF EXTERNAL LIBRARY MEMBER

FIRST NAME	SURNAME	I.D.	PROFESSION	EMAIL ADDRESS
ADDRESS OF RESIDENCE		POSTAL CODE	TOWN	TELEPHONE/MOBILE #
ADDRESS OF WORK		POSTAL CODE	TOWN	TELEPHONE

I wish to borrow books from the University Library for my

1	<input type="checkbox"/>	PhD	4	<input type="checkbox"/>	Exams
2	<input type="checkbox"/>	Master	5	<input type="checkbox"/>	Reading
3	<input type="checkbox"/>	Research	6	<input type="checkbox"/>	Other.....

I am a European University of Cyprus Alumni of the year.....

I am a student from Other Educational Institute. The name of the Institute is..... Other.....

TERMS OF REGISTRATION FOR EXTERNAL MEMBER

External users, i.e. those who are not members of the academic community, may obtain the right to borrow books from the University Library according to the following regulations:

- Reasons, for which they wish to borrow books from the University Library, must be mentioned upon completing the existing form/application. Provided their application is accepted by the Library, users must pay the fee of €40.00 as a subscription. This subscription is renewed every year. **Alumni members can borrow books using their Alumni Association card.**
- Once an application is approved, a member's card is issued, which must always be presented when borrowing a book and when using the library's facilities.
- The above mentioned data must be completed. Submission of inaccurate data constitutes serious breach of the regulations and as a consequence the person's name will be removed from the list of Library members.
- The external user is allowed to borrow up to five (5) books for fifteen (15) days.
- The external user must return the borrowed books within three (3) days in case it is requested by the Library.
- If the user leaves from his/her place of permanent address longer than the period of fifteen (15) days, the external user/member must return the borrowed books.
- In the event of any change in the data which was filled in on the application form, the external user is obliged to inform the library immediately.
- If books are returned damaged, the external user will be charged with the expenses for replacement or repair.
- A fine €0.30 of per day per book will be imposed if books are overdue.

PROTECTION OF PERSONAL DATA

- I, the undersigned, hereby provide my consent to the processing of my personal information, which I have disclosed herein to the organisation EUROPEAN UNIVERSITY CYPRUS (hereinafter the "EUC"), by the EUC for the purpose (i) of registering me as a library member of the EUC; (ii) of creating an account for me on the online library system KOHA of the EUC; and (iii) of processing of the said personal data of mine for conducting me in case of a delay to return a book pursuant to the aforementioned terms (hereinafter the "Purpose").*
- For the avoidance of any doubt, the followings apply:-*
 - Any information and data provided herein by the undersigned to the EUC and which will be used, either directly or indirectly, by the EUC for the performance of the Purpose, shall at all times be identified, clearly marked and recorded by the EUC as the personal data of the undersigned.*
 - All personal data acquired from the undersigned pursuant to this form shall be solely used by the EUC for the performance of the Purpose and shall not be further processed or disclosed to any third party without the consent of the undersigned unless this is required and/or allowed pursuant to the provisions of the Regulation*

(EU) 2016/679 on the Protection of Personal Data and/or the provisions of the applicable local legislation in relation to the protection of personal data (as amended from time to time) and/or the provisions of any other applicable legislation.

iii. *I, the undersigned confirm that I have been informed of the following the rights I have in relation to the personal data provided herein:-*

- 1. Request access to my personal data (commonly known as a "data subject access request").*
- 2. Request correction of the personal data.*
- 3. Request erasure of me personal data.*
- 4. Right to object to the processing of my personal data*
- 5. Right to portability*
- 6. Right to withdraw the consent given herein at any time in cases where the processing is based on consent. However, I understand that this will not affect the lawfulness of any processing carried out before withdrawing the consent.*

For the avoidance of doubt I hereby confirm that I am aware and fully informed of my rights.

The undersigned, I declare the acceptance of the terms and Library regulations.

.....
Signature

.....
Date

FOR OFFICE USE ONLY

Application approved for Mr/Mrs.....as an external member of the European University Cyprus Library.

.....
Head Librarian

.....
Date