



Welcome to Okanagan Special Collections and Archives

Okanagan Special Collections and Archives is located in COM 004 on the lower level of The Commons adjacent to the D. Ross Fitzpatrick Great Hall.

Materials in OSC are rare, unique and must be handled with care. As such our space is subject to enhanced security in comparison to the general library collection. Upon arrival we ask that you please place all coats/jackets or bags into the lockers provided. To protect our materials eating and drinking are not permitted in the Corbishley Family Reading Room. You're welcome to bring laptops, notebooks and pencils. If requires, pencils and loose-leaf paper are available at the OSC Service Desk.

Images of resources in copyright may be captured on a personal device under the fair dealing exception of the Copyright Act (R.S.C., 1985, c. C-42), please capture OSC's usage tag in the image frame.

If you are planning to access digital archives, please note you will be required to fill out a Technology Borrowing Agreement. Access to digital archives will only be provided on an OSC device, which requires a UBC CWL (campus wide login). If you do not currently have an active CWL account please fill out the Technology Borrowing Agreement, attached, prior to your visit so we can create a guest CWL on your behalf. For members of the UBC community with an active CWL account, you are welcome to submit the completed form ahead of your visit or it can be completed in-person at the OSC Service Desk.

To view our materials an active UBC library account is required. If you are a member of the UBC community please bring your UBC card with you to your appointment. If you do not have a UBC card or community borrower card, please fill out the attached application for a community borrower card. OSC staff will verify your information and provide you with a card during your visit. The UBC community borrower card gives you access not only to OSC materials but materials in the wider UBC Library system as well.

For any questions regarding your visit please contact us at osc-contact@lists.ubc.ca. We look forward to welcoming you Okanagan Special Collections and Archives!



OKANAGAN SPECIAL COLLECTIONS AND ARCHIVES
TECHNOLOGY BORROWING AGREEMENT

This form must be completed annually in order to borrow technology at Okanagan Special Collections and Archives. This equipment is available so that researchers can access born-digital or digitized materials that cannot be placed on the web. These materials may be restricted and appropriate care must be taken to ensure their security. All equipment loans are for use in the Corbishley Family Reading Room only, and removing equipment from the premises is not permitted.

Name (first and last)

Email (must match email associated with CWL or Guest CWL)

Require a Guest CWL? Yes No

By submitting this form, I agree to:

- Keep the equipment in the reading room for the duration of the loan;
- Report any damage or issues with the technology to the Okanagan Special Collections service desk;
- Comply with UBC Policy SC14, "Acceptable Use and Security of UBC Electronic Information and Systems;"
- Assume full responsibility and financial liability for the item, in accordance with UBC Policy FM1, "Late Payment of Fees and Accounts;"
- Refrain from any reproduction, transmission, or dissemination of digital library or archival objects unless I have explicit permission, in writing, from UBC Okanagan Library;
- Abide by the terms of any research agreement I have signed, if they are more specific than the terms of this borrowing agreement.

Signature: _____

Library Use Only

- Verify government issued photo ID
- Ensure this form had been completed
- Verify valid expiry date on library account
- Add/Update note on library account

Library Barcode: _____

If applicable:

- Sponsor Guest CWL
- Collect signed research agreement

Date completed: _____ **Staff Initials:** _____

LIBRARY CARD APPLICATION FOR UBC COMMUNITY BORROWERS

BARCODE# 29424 _____

50 book maximum unless otherwise stated

NAME first middle last

CONTACT INFORMATION [] RENEWAL [] CONTACT INFO UNCHANGED (CHECKED VOYAGER)

STREET

CITY PROVINCE [] BC or []

POSTAL CODE _____ - _____

HOME PHONE _____ - _____ - _____ CELL PHONE _____ - _____ - _____

E-MAIL

[] UBC ALUMNI STUDENT NUMBER: DEGREE & YEAR.....

[] RECIPROCAL or Institutional Borrowers: Affiliation (Employer, University, or College)

[] Yes! I want information about Library news and events. Preferred contact method (email is default): [] EMAIL [] PHONE

I AM AWARE of the UBC Library's regulations governing the use of the card and borrowing privileges. I undertake to abide by them and all Library licensing agreements which restrict access to some data bases and services. I acknowledge that my use of the UBC Library and its computing facilities is subject to the University's Policy #104 on Responsible Use of IT Facilities and Service. I accept the need to acquaint myself with these rules and agree that my use of the Library indicates an understanding of, and agreement to conform to them. I undertake not to violate their prohibitions and understand that failure to do so may result in suspension of Library and computer privileges and other appropriate disciplinary measures. I acknowledge that I am fully responsible for the material that I choose to access, send or display. I note that charges apply for some services (e.g. document delivery, interlibrary loan).

SIGNATURE DATE

- Free: [] Alumni (CommAlum) -> [] Input on Alumni website
[] Reciprocal agreements:
[] CURBA (COPPUL, CAUL, BCI, OCUL) (CommFree)
[] BC College (CommBCColl) -> (5 book max)
[] OKCommFree (12 months)
Pay: [] 4 Months (\$40) [] 12 Months (\$50) -> both (OKCommPay)
[] Senior (CommSen) (\$40/yr)
[] Institutional (CommInst) (\$250, \$25 each add'l card)

[] PIN Entered [] Past Fines? Paid: \$..... Staff Initials.....

Library Use Only