

SCHULICH LIBRARY - AFTER HOURS ACCESS (AHA) REQUEST FORM

CHOOSE ONE:

- New request ☐
Change of I.D. ☐
Change of P.I.N. ☐

FAMILY NAME (please print): _____	
FIRST NAME (please print): _____	
McGill I.D.# (9 digits; top line of I.D. card): _____	
P.I.N. Number (Your 4-digit Otto Maass PIN): _____	
Telephone: _____	Email: _____
Department: _____	
Status:	Faculty <input type="checkbox"/>
	Grad. Student <input type="checkbox"/>
	Post Grad. <input type="checkbox"/>
	Other (specify) <input type="checkbox"/> _____
I have read all the conditions on the reverse side of this page and I agree to abide by these rules. I understand that my After-Hours Access privileges will be revoked if an infraction occurs.	
Signature: _____	
Date: _____	

The above named person has legitimate need for night-time/holiday access to Schulich Library for the purpose of:

- Teaching Preparation ☐
Research ☐
Other (specify) ☐ _____

Signature of supervisor (for students) or authorized departmental representative:

Name (please print): _____ Telephone: _____

Signature: _____ Date: _____

PLEASE LEAVE COMPLETED FORM WITH MAIN OFFICE.

DEPARTMENTAL OFFICE USE ONLY:

The Designated Resource Person must fax the completed form to Schulich Library, to the attention of: Rowena Oakes, **FAX: 3903** (Tel: 4761). This form is then to be retained in the Department.

**McGill University
Schulich Library of Science and Engineering
After-Hours Access (AHA)**

I request that I be granted After-Hours Access (AHA) to the Schulich Library, which will allow me to enter the Library during hours when it is not staffed. I accept a special responsibility for the security of the library collections on behalf of myself, my colleagues, and future generations of students. I accept this privilege in order to carry out my research work and teaching preparation, and I understand that the use of the library outside of regular open hours is being extended to me for that purpose only. I understand that this entry privilege is **NOT** transferable and it may be revoked at any time.

REGULATIONS:

- 1. I will not take “guests” into the library with me and I will ensure that nobody else enters just behind me.**
- 2. I will not exit with anyone else. I will swipe my card each time I exit. I will not allow anyone else to exit with me.**
- 3. I will not “lend” my card and P.I.N. number to anyone.**
- 4. I will not remove any items from the library unless I have successfully signed them out using the 3M Self-Check machine.**
- 5. I will not mutilate any items in the library.**
- 6. I will not use the library during AHA for casual purposes, or for work or study that could reasonably be done elsewhere or during regular opening hours.**
- 7. I will not smoke or consume food or beverages in the library.**
- 8. I will leave any items removed from the shelves in plain sight on a desk or table.**
- 9. I will leave promptly when asked to do so by Security or library staff.**
- 10. I will inform the department when I no longer require AHA privileges or when I leave McGill.**

During After-Hours Access, an alarm will sound if the exit door is opened without swiping your I.D. card first. Security guards are instructed to identify and report all alarm violations regardless of whether you have AHA privileges or not.