



## USER REGISTRATION FORM FOR FOREIGN CITIZENS

User Card No: \_\_\_\_\_

**Foreign citizens** wishing to acquire or renew membership must present their passport and sign the statement that they will observe the terms for borrowing materials from the library. Library materials may not be taken outside Slovenia's borders or be handed over to another person. Members are obliged to notify the library of any change of personal name, home address, phone number or e-mail address.

**SURNAME (capital letters):** \_\_\_\_\_

**FIRST NAME (capital letters):** \_\_\_\_\_

Date of birth: \_\_\_\_\_

Home address: \_\_\_\_\_

City, postal code, country: \_\_\_\_\_

Temporary address in Slovenia: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone contact (optional): \_\_\_\_\_

**CONTINUED ON OTHER SIDE!**

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**REGISTRATION FORM SLIP**

**SURNAME (capital letters):** \_\_\_\_\_

**FIRST NAME (capital letters):** \_\_\_\_\_

Date of birth: \_\_\_\_\_ City, country: \_\_\_\_\_

**Foreign student's base library during studies or exchange programme at the University of Ljubljana:**

Faculty of Arts, Central Humanities Library,

Aškerčeva 2, 1000 Ljubljana

Web site: [www.ff.uni-lj.si/an/OHK/OHK](http://www.ff.uni-lj.si/an/OHK/OHK)

Membership in this library expires on \_\_\_\_\_ LIBRARY STAMP

**Foreign students of the University of Ljubljana (UL) are entitled to use the information sources and services of all libraries of UL. When using other UL libraries they prove their membership in the base faculty/academy library and the membership expiry date with this registration form slip.** The conditions of the use of information sources and services are not uniform throughout the system and will differ from library to library.



**Membership category (please tick the relevant box and, where requested, fill in the information):**

- Full-time foreign student, studying at UL       Exchange student       Visiting professor

Faculty, department: \_\_\_\_\_

Exchange programme: \_\_\_\_\_

My international exchanges officer: \_\_\_\_\_

Employed      Employee's address: \_\_\_\_\_

Unemployed       Retired       Other: \_\_\_\_\_

**Statement**

I, the undersigned, certify that the information provided on this registration form is accurate and complete. I will immediately report any change of personal information to the Central Humanities Library. I declare that I want to become a member of the Central Humanities Library and that I will comply with the Library's rules and regulations.

I agree that:

- in accordance with the Personal Data Protection Act, the Central Humanities Library will collect and use my personal information only to administer, support, improve, and obtain feedback on its services.
- the Court of Justice in Ljubljana shall have jurisdiction in disputes.

Date: \_\_\_\_\_ Member's signature: \_\_\_\_\_

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**Please, choose a PASSWORD which you will need to use »COBISS+ → My COBISS → My Libraries Service« and/or for remote access to electronic resources:**

*Password should be at least five characters in length without any diacritical or punctuation marks.*

**My COBISS → My Libraries** provides some useful services to members of libraries, e.g. you can renew the loan period, make a reservation, receive notification about a forthcoming loan period expiry date, etc.

**Where can you retrieve electronic materials for study and research?**

Digital Library of the University of Ljubljana (**DiKUL**): [dikul.uni-lj.si](http://dikul.uni-lj.si)

Digital Library of Slovenia (**dLib**): [www.dlib.si](http://www.dlib.si)

Shared Slovenian library online catalogue(s) **COBISS**: <https://plus.si.cobiss.net>

**Ask for the Library Guide with information on the Central Humanities Library (OHK FF).**