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## UNIVERSITY OF EMBU

### LIBRARY DEPARTMENT

#### LIBRARY EXTERNAL USER APPLICATION FORM

##### Eligibility Requirements:

- Applicant must be at least 18 years of age.
- Applicant must clearly state the reason for the application.
- Applicant must specify the area(s) of information required.

<b>APPLICANT DETAILS</b>		
Name:		
ID No: & Telephone No:		
Home/Institution Address:		
Position: (Please provide support documents)		
<b>CONTACT PERSON/REFEREE DETAILS</b>		
Name:		
PF No:		
Mobile No:		
Office/Department:		
Email Address:		
Reasons for application and area of information needed.		
<b>PERIOD OF USE OF THE LIBRARY (PLEASE TICK AS APPROPRIATE )</b>		
One day (KES.100)	One month (KES.1,000)	One year (KES. 2,000)
Number of days paid for:	Transaction Reference	
Signature:	Date of application:	

##### For official use only;

Recommended for approval:

Sign: ..... Date: .....  
LIBRARIAN

Confirmation of payment by Help Desk

Payment Serial No..... Payment Date: ..... Confirmed by: .....

Approved by:

Sign: ..... Date: .....  
Deputy Vice-Chancellor (ARE)

