

## ADA University Library External Visitors' Request and Agreement Form

Date of request: \_\_\_\_\_

### Visitor Information

#### Personal Details:

- Surname \_\_\_\_\_
- Given names \_\_\_\_\_
- Preferred Title (Mr, Ms, Dr. etc.) \_\_\_\_\_
- Preferred email: \_\_\_\_\_

#### Current/Completed Institution title and address:

\_\_\_\_\_

- If this is a higher education or research institution, please indicate your current status in it:

\_\_\_\_\_

Research  Postgraduate  Graduate  Other

- What is the end date of this status? \_\_\_\_\_

#### Work place and address (if applicable):

\_\_\_\_\_

- Please indicate your status/position in it:

\_\_\_\_\_

#### Local address (if applicable) and contact information:

\_\_\_\_\_

#### Where did you get the information about ADA University Library?

Website  Friends  Social networks  \_\_\_\_\_ Other  \_\_\_\_\_  
(Please, specify) (Please, specify)

\_\_\_\_\_

## F1. Purpose of the Visit and Research Needs

N	Questions	Responds
1	Have you previously had membership from ADA University Library? <i>If yes please indicate visit dates</i>	
2	Are you familiar with ADA University Library information resources (physical/electronic collections)?	
3	Have you before used online Library e-catalogs, electronic databases or open source materials for your research needs? If yes, please specify.	
4	<p>Do you need assistance in using:</p> <ul style="list-style-type: none"> <li>• Library Online Public Access Catalog;</li> <li>• Online electronic databases;</li> <li>• Reference lists;</li> <li>• Finding books according to their Call numbers;</li> <li>• And/or other library issues?</li> </ul>	
5	<p>Please indicate your academic / research purpose:</p> <ul style="list-style-type: none"> <li>○ Master/PhD research thesis: _____</li> <li>○ Master/PhD degree programs preparation: _____</li> <li>○ Governmental and/or institutional projects research: _____</li> </ul>	

## F2. ADA University Library and External Visitor Agreement Page

**F2.1** ADA University Library External Visitors' Request and Agreement Form is executed on the basis of "External Visitors' Policy and Procedures"

**F2.2** External Visitors' Policy and Procedures" refers to legal state documents listed below:

1. *"Charter of the Higher Education Institutions" (approved by the Cabinet of the Ministers of the Republic of Azerbaijan, 30 March 1995, No72);*
2. *"Regulations of ADA University" (approved by the President of the Republic of Azerbaijan, 8 July 2014, No211);*
3. *"Exemplary Charter of Libraries of the Higher Education Institutions" (approved by the Cabinet of the Ministers of the Republic of Azerbaijan, 5 July 2016, No266);*
4. *"Law of the Republic of Azerbaijan on Copyright and Related Rights" (as amended up to Law of April 30, 2013, No. 636-IVQD)*

Please, sign here to show your acceptance of above-mentioned terms.

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**External Visitor**

**Signature & Date**

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**Library Circulation Services**

**Signature & Date**