

AMERICAN EMBASSY, CONAKRY, GUINEA
THURGOOD MARSHALL INFORMATION RESOURCE CENTER (IRC)

American Embassy
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Centre Administratif de Koloma
Commune de Ratoma
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HOW TO BECOME A MEMBER

To become a member of the **Thurgood Marshall Information Resource at the U.S. Embassy in Conakry:**

1. You must have completed high school and either be employed full-time or be enrolled at the University or another institution of higher education.
2. You must have a reliable mailing address and a guarantor or reference.
3. If you meet these qualifications, then fill out the application form on page 2(*this application form is totally free and available at the U.S. Embassy and the U.S Embassy website also*).
4. Fill out the form completely and return it with three recent passport-sized photographs one self-addressed and an envelope, a student ID and a government of Guinea identification card, passport or valid residential permit to the receptionist at the Embassy. If incomplete in any way, your application will be rejected.
5. You shall request for your membership card at the reception of the Embassy, Friday of the second week from the day you submitted your application is accepted.
6. The Library office reserves the right to reject any application without explanation.

Please note: Library membership is free. If someone asks you to pay a fee to become a member of the library, please let us know immediately. This application form is totally free and available at the U.S. Embassy and the U.S Embassy website also.

THURGOOD MARSHALL INFORMATION RESOURCE CENTER

Number:

Date:

MEMBERSHIP APPLICATION FORM

Name:

photo

E-mail address:

Address:

Occupation:

Name of Employer/ Institution:

Tel:

Address of Employer/Institution:

B.P.:

Name of Reference:

Address of Reference:

Please note: Library membership is free. If someone asks you to pay a fee to become a member of the library, please let us know immediately. This application form is totally free and available at the U.S. Embassy and the U.S Embassy website also.

LIBRARY RULES AND REGULATIONS

1. Each applicant must attend a **short library orientation course before receiving his/her membership card** Membership is free.
 2. Membership **expires 12 months from date of issue of membership card and renewable annually, if all borrowed materials have been returned in good condition or replaced.**
 3. Members may borrow up to **two books at a time for up to two weeks.**
 4. **PENALTY FOR LOST OR DAMAGED BOOKS:** members are required to pay the replacement cost of any lost or damaged book before borrowing another book or renewing membership.
 5. **FINE FOR OVERDUE BOOKS:** members are required to **pay 500GNF per day** for everyday a book is kept out beyond the due date.
 6. Members may NOT REMOVE reference materials, magazines or newspapers from the Library.
 7. Members may not eat, drink, smoke or talk loudly in the Library.
 8. Membership will be cancelled and forfeited for failure to comply with any of the Library rules.
- I agree to abide by the above rules and regulations.

Signature of Applicant:

Library orientation course successfully completed.

Signature of Librarian:

Date: