

NUI Galway Retired Staff Service Request Form

Many retired staff members continue to make an active and significant contribution to the work of the University. To facilitate this, they may request any, or all, of the following—car parking permit, off-campus access to online Library resources, and the publication of their campus contact details in the Campus Directory. For convenience, the three requests are combined on this two-page form. Because parking has to be regulated and because journal subscriptions are subject to licence, these requests need personal endorsement from the relevant Dean, in the case of academic or research staff, or from the relevant UMT member, in the case of support staff.

Please complete the form only in respect of those endorsements required.

REQUEST FOR A CAR PARKING PERMIT

Retired staff members who continue to make an active and significant contribution to the work of the University may request an annually-renewable parking permit on a concessionary basis.

If your request is successful, you will be required to access the online permit system on the Buildings Office website and to pay for your car parking permit using a credit card.

I wish to request a parking permit (please tick **v** if applicable)

REQUEST FOR OFF-CAMPUS ACCESS TO ONLINE LIBRARY RESOURCES

Retired staff members who continue to be actively teaching or researching on behalf of the University, and who make a significant contribution to the work of the University, may request a one-year authorisation to access online Library resources when off campus. Such access is granted on condition that any resulting publication(s) are published with an NUI Galway affiliation.

I wish to apply for off-campus access to online Library resources (please tick **v** if applicable)

REQUEST FOR INCLUSION OF CONTACT DETAILS IN THE CAMPUS DIRECTORY

Retired staff members who continue to make an active and significant contribution to the work of the University, and who are based on campus in the course of such work, may have their University contact details included in the **Campus Directory**, as instructed to the Management Services Office (MSO) by their Head of School or Head of Unit, and in accordance with the normal directory amendment procedures.

I wish to include my University contact details in the Campus Directory (please tick **v** if applicable)

Please provide hereunder brief details of the **contribution** that you are making to the work of the University. Please also provide an indication of the **time commitment** involved in your contribution.

APPLICANT NAME (print in Capitals) _____ **STAFF ID NO.** _____

CONTACT NUMBER: _____

SIGNATURE OF APPLICANT _____ **DATE:** _____

ENDORSEMENT

Retired academic staff should ensure that this form is endorsed with the **personal signature** of the relevant **Dean**. Retired support staff should ensure that this form is endorsed with the **personal signature** of the relevant **UMT member**.

FOR RETIRED ACADEMIC STAFF

PERSONAL SIGNATURE OF DEAN _____

DATE: _____

FOR RETIRED SUPPORT STAFF

PERSONAL SIGNATURE OF UMT MEMBER _____

DATE: _____

Please return this form, when completed, to the **Management Services Office**, NUI Galway. Please note that rubber stamps or other facsimile signatures are not acceptable for these purposes.