# LIBRARY MEMBERSHIP APPLICATION

Which type of Library membership are you applying for?

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| **Membership type** | **Tick one** |
| External (£60) |  |
| Alumni (£50) |  |
| Community (Free) |  |

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Home address:** |  |
| **Postcode** |  |
| **Tel** |  |
| **Email address** |  |
|  |  |
| **Please state reason for application and area of study** |  |

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| **Declaration**By signing this declaration, you are agreeing to use the Library facilities with the same duties and obligations as a student of the University, and are subject to all University regulations and disciplinary procedures that apply to students as identified in the [Student code of conduct.](https://www.roehampton.ac.uk/globalassets/documents/corporate-information/policies/student-code-of-conduct-july-2018.pdf) * You will adhere at all times to the Library policy regarding food, noise zones and use of the membership card.
* You will bring your membership card every time you visit; you will cannot come into the Library without it.

Please note, your membership does not include access to or the use of IT facilities or our online resources.By accepting this Contract, you agree to the University’s processing of your individual personal data, including any sensitive personal data and agree to the terms as described in the [University of Roehampton Library Privacy Policy](https://www.roehampton.ac.uk/site/privacy/library-members-of-the-public/)**If you do not adhere to Library rules and regulations your membership may be suspended or terminated.** |
| **Signature:** | **Date:** |

 **How you apply for Library Membership:**

1. Fill in the application form and email it along with your passport style photo to library@roehampton.ac.uk. We cannot accept incomplete applications or those without photos.
2. If you are applying for Alumni or External memberships please make your payment via Roehampton online store: <https://estore.roehampton.ac.uk/product-catalogue/library/external-membership>
3. We will let you know when your membership card is ready to be picked up. This will normally be within three business days
4. Once processed, you will receive an approval email.
5. You will need to **bring photo ID with full name and proof of address** when you collect your membership card.