# APPLICATION FOR LIBRARY MEMBERSHIP

Which type of Library membership do you require?

|  |  |
| --- | --- |
| **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** |  |

|  |  |
| --- | --- |
| **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.](file:///C:\Users\Hannah.basing\Desktop\student-code-of-conduct-sept-2017.pdf)   You will adhere at all times to the Library policy regarding food, noise zones and use of the ID card. Your Membership does **not** include access to or the use of IT facilities.  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](file:///C:\Users\Hannah.basing\Desktop\UoR%20Library%20Privacy%20Notice.pdf)  **If you do not adhere to Library rules and regulations your membership may be terminated.** | |
| **Signature:** | **Date:** |

**How you apply for Library Community Membership:**

1. Fill in the application form and email it with your passport style photo to [library@roehampton.ac.uk](mailto:library@roehampton.ac.uk). Incomplete applications or those without photos will not be accepted.
2. For Alumni and External memberships please also complete payment via Roehampton online store: <http://estore.roehampton.ac.uk/product-catalogue/library>
3. We will let you know when your ID card is ready to be picked up. This will normally be within three full working days
4. Once processed, you will receive an approval email.
5. When you come to collect your card you will need to **bring photo ID and proof of address.**