



# EXTERNAL LIBRARY MEMBERSHIP APPLICATION FORM

Please complete this form and return it to the Library, together with a passport-sized photograph and proof of address. For example: a recent utility bill, bank or building society statement or credit card statement.

- Please complete this page and the declaration on page 2 in **block capitals** if completing by hand.
- The area shaded in grey on page 2 is for completion by **library staff only**.

## MEMBERSHIP TYPE

**External** (£25 per annum)

**SCONUL access**

Home institution:

User band:

**Local schools**

**Fort Pitt** (skip section B of this form)

Year of study:

Headteacher name:

Headteacher signature:

## SECTION A: YOUR PERSONAL DETAILS

Name:

Address:

Daytime telephone number:

Email:

## SECTION B: YOUR RESEARCH NEEDS

So that we can assess your information needs in relation to our collections, please tell us what your areas of interest / research are:

Are you studying at any other university? If so, which one:

## SECTION C: DECLARATION

- I have read and agree to abide by the University Library code of conduct and copyright regulations.

- I understand that, due to licensing restrictions, I may not borrow videos or DVDs or use the computer facilities apart from accessing the Library Catalogue.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## FOR OFFICE USE ONLY (DO NOT COMPLETE THIS SECTION)

**Approve application**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**Decline application**

**Reason for application being declined:**

Collections not appropriate for needs

Incorrect membership applied for

Other (please state): \_\_\_\_\_

**Documents supplied:**

Proof of address (state document seen): \_\_\_\_\_

Passport photo

Local schools identification seen

SCONUL confirmation email

**Annual membership ends on:**

Subscription paid \_\_\_\_\_

Date paid: \_\_\_\_\_