

DRILL HALL LIBRARY REGISTRATION FORM



Section 1 – Your Personal Details

Surname _____ Forename _____

Home Address _____

Post Code _____

Term Address (if different from above)

Post Code _____

Telephone Number _____

E-mail Address _____

Section 2 – Your Application

I would like to apply for (please tick)

- | | |
|---|---|
| <input type="checkbox"/> Alumni Reference | <input type="checkbox"/> Alumni Borrower (Fee £50.00 pa) |
| <input type="checkbox"/> Clinical Staff | <input type="checkbox"/> Individual Subscriber (Fee £100.00 pa) |
| <input type="checkbox"/> M25 Access | <input type="checkbox"/> SCONUL Band A |
| <input type="checkbox"/> SCONUL Band B | <input type="checkbox"/> SCONUL Band C |
| <input type="checkbox"/> SCONUL Band B Reference | <input type="checkbox"/> University Staff (24 items) |
| <input type="checkbox"/> Other (please specify) _____ | |

Section 3 – Accessibility

- Please tick here if you have any specific accessibility requirements. A member of staff will contact you to discuss how we can help you.

Section 4 – For your Information:

The Data Protection Act 1998

The information given on your registration form will be used for the following purposes only:

- To enable the Library to create your borrower record,
- To enable the Library to compile statistics, or to assist other organisations or individual research workers to do so provided that no statistical information that would identify you as a person will be published.
- Data will only be disclosed to those bodies or authorities, which have been identified in the University's registrations under the above Act.

Section 5 – Your agreement to abide by the Library and Computing Rules

Please read before signing to confirm your acceptance.

Members are permitted to make use of the Library on condition that they observe the Drill Hall Library Code of Conduct and the Library Rules and regulations. These are on display in the main entrance, available at the Library counter on request or available online at <http://campus.medway.ac.uk/libraries/rules.php> .

I agree to observe the limits and conditions to copying material and copyright law as displayed by each photocopier machine.

I agree to present my Universities at Medway Library card or Staff ID card (as appropriate) on every visit and for non staff members, to sign in at Reception on every visit.

Your Signature _____ **Date** _____

Section 6 – For Library Staff Use Only

Identification Checked:

(Please tick and specify) _____

Name of Home Institution (for SCONUL, NHS, Alumni and University Staff) _____

Home Institution ID card number (for SCONUL, Staff etc) _____

Library Card Details

Card Expiry Date _____

Note: Alumni Ref - 3 years

Alumni Borrower, Clinical Staff, Individual Subscriber – 1 year

SCONUL Access, M25 Access – Take date from SCONUL or M25 card

University staff, UoG -Take date from card. UoK and CCCU – 3 years

Barcode Number (Borrower Status Only) _____

Fee paid (amount) £ _____

Library Staff Initials _____ Date _____