

PUBLIC ACCESS ONLY

LIBRARY REGISTRATION FORM



Access to the Drill Hall Library is available to all Medway Public Library members over the age of 18 who live or work in the Medway Council area

Section 1 – Your Personal Details

Surname:

Forenames:

Home Address:

Post Code:

Telephone Number(s):

Email Address:

Company Name and Address:

(To be completed only if you are a non Medway resident but you **work** in the Medway Council area)

I am over 18 years of age (please tick)

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 2 - Your Application

I would like to apply for (please tick)

Reference and Computer Access (Free of Charge)

Borrower Status (£50.00 per annum inclusive)

Section 3 – Your agreement to abide by the Library and Computing Rules

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> . Please read before signing to confirm your acceptance.

I agree to abide by the Library Code of Conduct and Rules and Regulations

I agree to comply with the Regulations for the Use of Computing Facilities at the University.

I agree not to access licensed University databases or other University intranet pages.

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 and to sign in at Reception on every visit

Your Signature

Date

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 – For Library Staff Use Only

Identification Checked: (please tick)

Medway Library Services Card Card Number ----- Local Library-----

A Second Form of Identification confirming Home Address. Please specify type -----

A passport sized photograph

Status Confirmed

Reference only: Access to Library and use of Community PC's, No loans or reservations

Borrower Access – as individual subscriber @ £50 (including VAT): 5 books (Ordinary Loan), No Reservations

Library Card Details

Bar Code Number (Borrower Status Only) -----

Card Expiry Date -----

Library Staff Initials ----- Date -----