

Reader Registration

for office use **Reader Number** _____

Welcome to the Library of the Religious Society of Friends.

We ask you to complete this form, provide the relevant ID, and read the Library rules. Your registration will then be complete and active for 5 years. After this time we will ask you to re-register.

ID we will accept:

- Formal identification that shows proof of permanent address, such as drivers licence, utility bill, bank statement (**6 months old or less**).
- Letter of introduction from an academic institution.
- For non-UK residents, we will accept a passport and/or a letter of introduction from an academic institution.

We will provide you with a library card and ask that you bring this on subsequent visits.

PLEASE COMPLETE IN BLOCK CAPITALS

Forename _____ Surname _____

Home address _____

_____ Postcode _____

Tel _____ Email _____

User category (PLEASE TICK ONE ONLY)

If BYM member/attender please tick here ☐ and state your Area Meeting _____

If other YM member/attender, state your meeting _____

If you are not a member/attender then please tick **one** of the following boxes. If you fall under more than one category please tick the **one** that most corresponds to your research here.

- | | |
|---|--|
| <input type="checkbox"/> Undergraduate | <input type="checkbox"/> Teacher/lecturer |
| <input type="checkbox"/> Postgraduate | <input type="checkbox"/> Genealogist / Family History Researcher |
| <input type="checkbox"/> Library/Archives/ Museum Staff | <input type="checkbox"/> Media researcher/historian/writer |
| | <input type="checkbox"/> Other (please specify _____) |

Research Topic

Please give a brief description of your research topic or reason for visiting the library

STAFF USE ONLY

ID shown

- ☐ Utilities bill/bank statement
☐ Drivers licence
☐ Letter from University

Other, specify: _____

Library Rules

- Please sign in to visitor's book on arrival.
- No coats, bags etc allowed in reading room.
- No pens, markers or other stationary likely to cause damage.
- No food & drink.
- If you wish to photograph or copy material, please discuss with library assistant prior to any copying. You will have to complete required forms for reprographics and pay a charge.
- All archive material is subject to a 50 year closure, we also reserve the right to close material older than 50 years under data protection legislation, and to close any material for preservation and conservation purposes.

Please consult the detailed library rules available at the library desk.

Data Protection

Any personal data that you provide will be held and processed in accordance with the requirements of UK and EU data protection legislation.

We collect the personal data on this form for the following reasons:

- To register you as a reader and enable administration of the library service to you as a reader
- To analyse the needs and requirements of our users
- To ensure the security of our collections and audit their use

We store the paper versions of the registration form securely and destroy after 7 years in line with best practice in records retention.

We store the information in electronic format on our reader registration database. We are currently keeping this data on the system for 10 years to allow ease of re-registration for our long-term users.

We may occasionally mail you with information about the Library (events, user surveys, special closures etc). Please indicate below if this is acceptable. Personal information will not be passed on to a third party. We will never sell your data.

May we contact you with information about the Library? ☐ Yes ☐ No

May we contact you to put you in touch with other researchers with similar research topics?

☐ Yes ☐ No

You can have this information removed from our records at any time subject to legal retention requirements – please contact library@quaker.org.uk to arrange this.

You can make a subject access request or make a complaint about our data procedures by emailing the BYM Data Protection Group: dataprotection@quaker.org.uk

I have read and accept the conditions detailed in the *Library Rules and Care and Handling Guidelines*

Signed _____ Date _____