



Reader Registration

You are welcome to use the Library, following registration. Your registration will be valid initially for five years, at which point it will need to be renewed. You will need to sign the daily register each time you visit. Please read the **Library rules** and our leaflet on **Care and handling of library materials** for terms and conditions of use.

How to register

You will need to complete the form below and overleaf. This form is also available online at www.quaker.org.uk/library.

If you are not a member of the Religious Society of Friends in Britain, you must show one of the following on your first visit. Either

- formal identification that shows **proof of your permanent address**, such as driving licence, bank statement, or a recent utilities bill (6 months old or less).
- or a **letter of introduction**, e.g. from an academic institution, archivist, librarian, employer, or someone known to you in a formal capacity. The letter should include details of your **permanent address** or you can produce separate proof of address.

PLEASE COMPLETE IN BLOCK CAPITALS

Surname _____

Forename _____

Permanent Address _____

_____ Postcode _____

Tel _____ Email _____

If you are an overseas visitor please give your temporary UK address _____

_____ Postcode _____

Tel _____ Email _____

PLEASE TURN OVER

Reader Registration (Cont.)

User category (PLEASE TICK ONE ONLY)

If BYM member/attender please tick here and state your Area 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"/> Other YM Member/Attender | <input type="checkbox"/> Teacher/lecturer |
| <input type="checkbox"/> Undergraduate | <input type="checkbox"/> Genealogist / Family History Researcher |
| <input type="checkbox"/> Postgraduate | <input type="checkbox"/> Media researcher |
| <input type="checkbox"/> Student (other) | <input type="checkbox"/> Historian |
| <input type="checkbox"/> Library/Archives/ Museum Staff | <input type="checkbox"/> Other (please specify _____) |

Research Topic

Please give a brief description of your research topic

Data protection

Any personal data that you provide will be held and processed in accordance with the requirements of the 1998 Data Protection Act. Your details are kept to monitor use of the Library. We may occasionally mail you with information about the Library. Please indicate below if this is acceptable. Personal information will not be passed on to a third party.

May we contact you if another reader is researching the same topic? Yes No

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

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

I will inform the Library of any changes in my contact details

Signed _____ **Date** _____

STAFF USE ONLY

ID shown

- Bank Statement
 Utilities bill
 Drivers licence
 Other
Please specify _____

Borrower Number _____