



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.

We ask for two forms of ID – you must provide both forms of ID

Photographic ID	Proof of Address
Photo drivers licence Passport Photo ID card	Drivers licence with address Utility bill (Gas, Electricity, Telephone, Internet, Water) (less than 6 months old) Bank statement (less than 6 months old) Pay slip (less than 6 months old) Letter from your academic institution confirming your term-time address and your research area

If you have other forms of ID – please contact us in advance to check whether they will be acceptable. Members/attenders of Britain Yearly Meeting do not require ID if they can be located on the central database. If their details are not on the central database, they may be asked for proof of ID.

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

(We use this information to assess how our collections are used)

If BYM member, please tick here and state your Area Meeting _____

If other YM member, state your meeting _____

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"/> Historian | <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"/> Library/Archives/ Museum Staff | <input type="checkbox"/> Other (please specify _____) |

Research Topic

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

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 some of the above information in electronic format on our reader registration database. This database is hosted in the EU by Axiell Adlib with whom we have a data processing agreement. We are currently reviewing the retention period for this data. Please ask if you wish your data to be removed from the system.

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 _____

STAFF USE ONLY

ID 1	ID 2
<input type="checkbox"/> Passport <input type="checkbox"/> Drivers licence <input type="checkbox"/> ID card Other, specify:	<input type="checkbox"/> Utilities bill/bank statement <input type="checkbox"/> Drivers licence <input type="checkbox"/> Pay slip Other, specify: