

## APPLICATION FOR INSTITUTIONAL MEMBERSHIP

Organisations with **fewer than 10 staff or members** may apply for membership of The London Library in the name of a designated representative (who may be changed at any time) who may use the Library and has responsibility for all books borrowed.

A representative may appoint one nominee (also transferable) who may make use of the Library in the representative's name. The representative or nominee may permit Library books and resources to be used by the members or employees of the organisation represented, as specified on the application form, on the premises of the organisation. Only the representative and nominee may use the membership number and PIN to access the Electronic Library.

### FEES

The annual fee for this type of institutional membership is **£642**.

### LOAN ENTITLEMENT

Members based in London are allowed to hold on loan 15 volumes at a time, and those outside London 20. The fee for every further 5 volumes (up to a total maximum of 40) is £92 a year.

### APPLICATION

This form should be completed by the proposed representative and sent to the Membership Office at the address above with a cheque (payable to The London Library) for the initial subscription fee. Alternatively, you may pay by debit/credit card or bank transfer, or an invoice can be requested at the time of application.

Subsequent subscriptions can be collected by direct debit. Your attention is drawn to the undertaking that the representative is required to give.

### PRIVACY STATEMENT

The London Library promises to respect and protect any personal data you share with us. Your information is used to administer your membership, personalise your experience of the Library and communications, and provide you with the goods or services you have requested. If you are over 18 we may, in some instances, analyse your data and obtain further publicly available data to help us make our communications more appropriate and relevant to your interests, and anticipate whether you might want to support us in the future. You can opt-out of most communications or the ways in which we process your data by contacting [data@londonlibrary.co.uk](mailto:data@londonlibrary.co.uk). For full details of how we collect, store, use and protect your data, see our Privacy Policy at [www.londonlibrary.co.uk/privacypolicy](http://www.londonlibrary.co.uk/privacypolicy).

NAME OF REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_

POSITION \_\_\_\_\_

INSTITUTION \_\_\_\_\_

NO OF STAFF/MEMBERS \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ POSTCODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

FULL NAME OF FIRST NOMINEE (IF ANY) \_\_\_\_\_

HOW DID YOU HEAR ABOUT THE LIBRARY? \_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE

Authorised:  
Cash recd:  
Progress:  
Aleph:  
Card sent:  
Number + code:  
PIN:  
P Type:  
P Stat:  
Barcode: 28044  
Exp date:

I hereby undertake to be bound by the Byelaws and Rules of the Library for the time being in force, and to pay such annual fees and such charges as shall from time to time be determined under the Byelaws and Rules ([londonlibrary.co.uk/members/rules-etiquette](http://londonlibrary.co.uk/members/rules-etiquette)). I understand that I am responsible for all books borrowed on the membership, including those borrowed by my Nominee. I undertake to return to the Library any membership card issued to my Nominee should they be changed, and my own card should I cease to be Representative.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE SELECT A PAYMENT OPTION:**

**1. Please send an invoice to:**

Name \_\_\_\_\_ Email \_\_\_\_\_

**2. Please charge my debit/credit card with the subscription of £ \_\_\_\_\_**

Visa  Mastercard  Switch/Maestro

Card number

Security no (back of card)

Issue no (Switch)

Valid from

—

Expiry

—

Name on card \_\_\_\_\_

**3. I enclose a cheque for £ \_\_\_\_\_**