

APPLICATION FOR INSTITUTIONAL MEMBERSHIP

Organisations with **10 or more 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 two nominees (also transferable) who may make use of the Library in the representative's name. The representative or nominees 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/s may use the membership number and PIN to access the Electronic Library.

Fees

The annual fee for this type of institutional membership is **£1,530** (reduced to **£1,020** in the case of registered charities and educational bodies).

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 £132 a year for educational and charitable institutions, and £220 for all other organisations.

Application

This form should be completed by the proposed representative and sent to the Membership Administrator at the address below with a cheque (payable to The London Library) for the initial subscription fee. Alternatively 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.

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Website: www.londonlibrary.co.uk

Charity registration number: 312175

