

# The London Library

## *Institutional Membership Application*

### Membership for Larger Organisations

Organisations with more than 10 staff or members may apply for membership 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.

A representative may appoint two nominees (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 £1665 (reduced to £1070 for registered charities and educational bodies)

### Loan Entitlement

Members based in London are allowed to borrow 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 £142 a year for educational/charitable bodies and £230 for all others.

### Application

This form should be completed by the proposed representative and sent to the Membership Office 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 [londonlibrary.co.uk/privacypolicy](http://londonlibrary.co.uk/privacypolicy).

Name of representative:

Position:

Institution:

No of staff members:

Telephone:

Email:

Address:

Postcode:

Name of first nominees (if any):

Name of second nominees (if any):

How did you hear about the Library?

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 one 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:

Valid from:     Expiry:

Security No (last 3 digits on reverse):

Issue No (Switch):

Name on card:

#### 3. I enclose a cheque for £

#### For office use

Authorised:

Payment recd:

Progress:

Aleph:

Card sent:

Number + code:

PIN:

P Type:

P Stat:

Barcode: 28044

Exp date: