

## Brunel University Visitor Library Card Application

Please bring the **Completed Form, Photo ID, Proof of Address and appropriate fee** to the Library reception desk.

**(PLEASE COMPLETE USING BLOCK CAPITALS ONLY)**

TITLE	MR <input type="checkbox"/>	MRS <input type="checkbox"/>	MISS <input type="checkbox"/>	MS <input type="checkbox"/>	OTHER <input type="checkbox"/>
NAME					
ADDRESS					
EMAIL					
HOME LIBRARY (e.g. University, local Library)					
STUDENT/LBRARY ID NUMBER (if applicable)					

**PASSPORT PHOTO**  
Please attach firmly

Please tick the type of membership you require:

Annual external Reference only:

Annual external borrowing:

Renewal:

Please tick eligibility:

SCONUL member:

SCONUL Band: \_\_\_\_\_ SCONUL expiry date: \_\_\_\_\_

Private researcher:

Brunel Alumni:

By Arrangement:

Other reciprocal scheme:

Name of Scheme: \_\_\_\_\_

### DATA PROTECTION:

The personal information provided on the form will be used to verify your identity and to create your membership record on our electronic Library Management System. It will be removed 6 months after your membership expires if you do not request a Renewal. Full photo ID and proof of address will be needed each time you renew to ensure we have up to date information.

We will only contact you regarding legitimate business processes, e.g. items overdue, lost, or recalled for another user or that cannot be automatically renewed. We may also contact you if visitor access is temporarily suspended or when your account is due to expire. We will not send you emails marketing our services or share your data with third parties. For further information, please see the University Privacy Notice: <https://www.brunel.ac.uk/About-this-website/terms-and-conditions>

**Declaration:** I will observe the Library Code of Conduct, as specified in the Library Rules (displayed at the entrance and on the Library website).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please allow 3 working days for your application to be processed. The new card can be collected from the main University reception in the Eastern Gateway building, Mon – Fri 09:00 – 16:30. You will need to provide proofs of ID again to collect the card.

**Welcome Desk Staff only: check and complete before accepting form.**

Photo ID + Address verified: **Y / N** Fee paid: £ \_\_\_\_\_ Staff initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Staff only:**

Brunel ID card no: \_\_\_\_\_ Issue date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_