

# The London Library

## *Institutional Membership Application*

### Membership for Small Organisations

Organisations with fewer 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 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.

In accordance with our licence agreements, only the representative and nominee may access the membership to log in to the electronic resources.

### Fees

The annual fee for this type of institutional membership is £780.

### Loan Entitlement

Members are allowed to borrow 20 volumes at a time. The fee for every further 5 volumes (up to a total maximum of 40) is £112.

### Application

This form should be completed by the proposed representative and emailed to Membership at [membership@londonlibrary.co.uk](mailto:membership@londonlibrary.co.uk).

An invoice can be provided on request. Payment can be made by debit/credit card, bank transfer or cheque.

### 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:

Full name of first nominee (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:

Email:

2. I would like to pay by credit/debit

3. I enclose a cheque for £

### For office use

Authorised:

Payment recd:

Aleph:

Card sent:

Number:

Barcode: 28044

Exp date: