

LIBRARY MEMBERSHIP APPLICATION FORM

For official use only

Please complete on BLOCK CAPITALS

Please tick Mr Mrs Miss Ms Other, please state.....

Surname.....

Forenames

Address

.....Postcode.....

Tel email

Date of Birth / /

If you would like the Library Service to communicate with you by email, please tick the box

If you would like to receive information about Library Services please tick the box

I accept responsibility for books and items borrowed on this ticket

I agree to observe the Library Regulations

Please sign Print name

(If you are under 18 please ask your parent or guardian to sign and print their name.)

Address.....

.....Postcode.....

Borrower ticket number of guarantor

--	--	--	--	--	--	--

If you are a non-resident, please also complete this section:

Name of college or workplace.....

Address

..... Postcode

Diversity & Equality Policy

June 2003

In order to ensure that we are reaching all areas of the community as specified in our Diversity & Equality Policy, it would help if you could complete the following. This information will be used for monitoring purposes only.

To which of the group(s) below do you consider you belong?

White _____

British Irish Traveller of Irish Heritage Gypsy/Roma

Any other White background

Mixed _____

White and Black Caribbean White and Black African White and Asian

Any other mixed background

Asian or Asian British _____

Indian Pakistani Bangladeshi Any other Asian background

Black or Black British _____

Caribbean African Any other Black background

Chinese _____

Any other ethnic background

I do not wish an ethnic background to be recorded

Personal Information Policy

The Council respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information about you available to the Council ("your information").

The Council will use your information to:

- deal with your requests and administer its Departmental functions (eg: to provide you with library services)
- meet its statutory obligations
- prevent and detect fraud
- conduct surveys and research
- contact you with information about activities and events involving the Council or with offers which it thinks may be of interest to you

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf. The Council may also use and disclose information that does not identify individuals for research and strategic development purposes.

You have a right to see your information (subject to certain exceptions and the payment of a fee). If you have any requests concerning your information or any queries with regard to the Council's processing please contact us on 020 8891 7500. Please also let the Council know if your details change by calling this number so that we can correct your information.

Please contact us if you need this leaflet in Braille, large print, on audio tape or in another language, Tel 020 8891 7500; Minicom number: 020 8891 7539.