

# Library Membership Form



Please complete all sections as instructed using BLOCK CAPITALS.  
All fields marked with \* are required.

## Section 1: Personal Information

\*1.1 Title    Mr     Mrs     Ms     Miss     Other please specify

\*1.2 First Name     1.4 Other Initials

\*1.3 Surname

\*1.5 Date of Birth     \*1.6 Gender    Male     Female

\*1.7 If you are an East Lothian Council employee please tick here

\*1.8 If you hold a National Entitlement Card (concessionary travel pass) please tick here

## Section 2: Contact Information

Please provide your full permanent address. If this is outside East Lothian, please indicate if one of the following applies:

I work in East Lothian     I study in East Lothian

\*2.1 Address Line 1

\*2.2 Address Line 2

\*2.3 Town     \*2.4 County

\*2.5 Postcode     \*2.6 Tel no

2.7 Mobile     2.8 Email

## Section 3: Library Services

The Data Protection Act requires that we tell you why East Lothian Library Service collects and uses your personal information. We use this data to process your library membership so you can have a library card to borrow items and use the computers, and so we can improve library services and send you information about them.

If you are under 12, a parent/principal carer must now complete section 4.

If you are 12 or over, please read and sign the following declaration – I agree in signing this application that:

- 1 I will be responsible for all items borrowed.
- 2 I undertake to pay for any item issued to me in the event of its loss or damage, and any other relevant charges.
- 3 I agree to notify the library of any change to the details given on this form.
- 4 I agree to abide by the library's Internet/PC Acceptable Use Policy which is on display in all libraries and can be viewed at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Section 4: Parent/Guarantor's Details

A parent/principal carer should complete this section if the person named in Section 1 is under 12.

\*4.1 Full Name

Please complete if different from address in Section 2:

\*4.2 Address Line 1

\*4.3 Address Line 2

\*4.4 Town

\*4.5 County

\*4.6 Postcode

\*4.7 Tel no

4.8 Mobile

4.9 Email

\*4.10 Terms and Conditions

I agree in signing this application that:

- 1 I will be responsible for items borrowed by the child named in Section 1 and will ensure that he/she abides by the Youth Behaviour Guidelines<sup>9</sup>.
- 2 I undertake to pay for any item issued to him/her in the event of its loss or damage, and any other relevant charges.
- 3 I agree to notify the library of any change to the details given on this form.
- 4 I agree that he/she should have access to computers in the library and will abide by the Library's Internet/PC Acceptable Use Policy\* (please tick here).

\*The Acceptable Use Policy is on display in all libraries and can be viewed at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

<sup>9</sup>A copy of the Youth Behaviour Guidelines is available in all libraries.

A photograph will be taken of the child in the library and added to their computerised library record.

If the child is under 12 and you do not want their photograph to appear on their record, please tick here.

Signed

Date

## Section 5: Library Staff Use Only

5.1 Branch Name

5.2 Date Submitted

5.3 Proof of ID

Birth Certificate

Passport

Travel Pass

Driving Licence

Other please specify

Proof of address one proof required dated within the past 6 months

DWP Letter

Bank Statement

Utility Bill

Tenancy Agreement

Other please specify

5.4 Barcode ID

5.5 Smartcard Number

5.6 Issued By

5.7 Checked By