

Library Membership Application

Please complete all relevant sections in BLOCK CAPITALS



1: Applicant details

Title	<input type="text"/>	Date of birth	<input type="text"/>
First name	<input type="text"/>	Surname	<input type="text"/>
Preferred first name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>		

Please tick preferred method of notification: Email Post

Please tick to receive the eNewsletter to hear about library news and events

(You can unsubscribe at any time)

2: Parent or Guarantor details Please complete this section if the applicant is 18 and under and in secondary education and you are their representative. Children under the age of 18 can use their Library Membership Card in any East Lothian Public Library or any East Lothian Secondary School Library where different membership conditions may apply.

Relationship to applicant	<input type="text"/>		
Title	<input type="text"/>	Date of birth	<input type="text"/>
First name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>		

Please tick preferred method of notification: Email Post

Please tick to receive the eNewsletter to hear about library news and events

(You can unsubscribe at any time)

3: Privacy Notice

East Lothian Council uses your personal data solely for the purposes associated with the delivery of our services. For more information you can view our privacy notice at

www.eastlothian.gov.uk/info/210562/libraries/11900/your_local_library

For more information please contact the Data Protection Officer, East Lothian Council, John Muir House, Haddington, East Lothian EH41 3HA or email dpo@eastlothian.gov.uk

***All policies noted in this form are available at www.eastlothian.gov.uk/libraries**

4: Terms and Conditions Agreement

Please read the following terms and conditions which you must agree to in order to obtain an East Lothian Council Library Services Membership, either for yourself or for someone whom you are acting as Guarantor:

1. I accept full responsibility for all items borrowed from East Lothian Council Library Services and payment for all relevant charges for items issued including those due in the event of loss, damage or when items are not returned in a timely manner.

2. I will notify East Lothian Council Library Services of any change of details given on this form and accept that if for any reason notifications are not received as a result of incorrect information, outstanding charges will still be applicable.

3. I will abide by the terms and conditions set out in the East Lothian Council Library Services Borrower Policy*.

4. I wish to use East Lothian Council Libraries eResources and agree to adhere to the Terms and Conditions set out in East Lothian Council Library Services Internet Acceptable Use Policy* (please tick if you wish to use this facility)

5. I wish to use East Lothian Council Libraries Public Network computers and agree to adhere to the Terms and Conditions set out in East Lothian Council Library Services Internet Acceptable Use Policy* (please tick if you wish to use this facility)

In signing this application you understand and agree to the terms and conditions noted above.

Signature

Date

Please be aware that if you do not use our services within a 12 month period, your library membership will be deactivated and your details removed from our database.

5: For library use only

Proof of ID

Birth Certificate (& Marriage Certificate if appropriate) Driving Licence National Entitlement Card
Passport Other Please specify:

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

Bank statement Utility bill Government agency letter Local authority bill
Tenancy Agreement Other Please specify:

If proof given is for an active member of the library ensure their details are current on LMS

Branch name

Issued by

Date submitted

(full name)

Checked by

Date checked

(full name)

Smartcard number

Barcode no.