Learning Resource Centre

University of Reading
MALAYSIA

Application to register as an
Academic or Student Visitor

Permission to register is given at the discretion of the Head of the LRC.

Submitting this form

Please bring your completed form to the Information Desk in the LRC where we will register you between 09:00 – 17:00, Monday to Thursday, or 10:00 – 17:00 on Friday. You will be able to borrow immediately.

If you are unable to visit between these times, please email the LRC at **lrc@reading.edu.my** to make alternative arrangements.

1 Your personal details (Please complete all fields, using BLOCK CAPITALS)	
Last name	
First names	
Title (Prof, Dr, Mrs, Ms, Miss, Mr)	
University of Reading username	
Local residential address	
Home / mobile telephone	
Declaration: If my application is successful I understand that I may use the LRC only if I comply with the LRC Rules. I will report any change of my registration details to LRC staff. I realize that my personal data will be used in LRC records and will be subject to the Data Protection Act 1998.	
Signature of applicant	
Date	

2 Departmental details (Please complete **all** fields)

University of Reading department	
Visiting title conferred by the University of Reading (you must attach a copy of the letter of award) **or Purpose of visit** to the University of Reading	
End date of visit or examinations at the University of Reading	
Home institution of the visitor (if applicable)	
Sessional lecturers: please give your **contract start and finish date**	

3 Sponsorship details

Declaration:
I confirm that the above details are correct. Please extend borrowing rights to the applicant.
If necessary I will assist in the process of retrieving any debts owed by the Visitor to the University.
I understand that the School / Department book fund will be invoiced to cover the cost of replacing items of LRC stock if the Visitor fails to honour the debt.

Signature of Head of Department	
Print name	
Date	

For office use		
Have you checked: (Please tick) • University username? • All mandatory fields completed? • Copy of letter of award attached? • Currently registered under another user category?		Authorised by: Date:
Card produced by: Date:		Card registered by: Date:
Card number:		Expires:
RISIS / Trent / Contract number:		

Replacement / Renewal			
Authorised by:	Fee paid?	Date:	Expires: