

SUMMER VACATION

Application to register as an External Borrower

Please bring your completed form to the Welcome Desk on Ground Floor of the University Library between 09:00–17:00 Monday to Thursday, or 10:00–17:00 Friday.

1 YOUR PERSONAL DETAILS (Please complete all fields, using BLOCK CAPITALS)

Last name

First names

Title

Home address

Home / mobile telephone

Email

Student number

Please turn over

2 YOUR DECLARATION (please sign)

I understand that I may use the Library only if I comply with the Library Rules. I will report any change of my registration details to Library staff.

In order for the University of Reading Library to supply you with Library services we will need to send you email messages or contact you by telephone regarding the use of your account. I understand that the University of Reading Library will contact me in these ways.

I have read the University of Reading Library's privacy notice and I understand the University of Reading Library will use my personal data in order to supply me with library services and to use such data to inform the collections work of the University Library subject to the General Data Protection Regulations 2016 and the Data Protection Act 2018.

Signature

Date

3 SPONSORSHIP (to be completed by Head of Department)

I confirm that this past University of Reading student has been offered a place to study at the University in the next session. Please extend borrowing rights to the applicant over the Summer Vacation period until the start of next session.

If necessary I will assist in the process of retrieving any debts owed by the applicant to the University. I understand that the School / Department book fund will be invoiced to cover the cost of repaying items of Library stock if they fail to honour the debt.

Signature of Head of Department

Print name

Date

FOR OFFICE USE

Have you checked

All mandatory fields completed?

Student number?

Fee paid?

Authorised by

Date

Card produced by

Date

Card registered by

Date

Card number

Alt ID

Expires