

# EXTERNAL BORROWER

## Application to register as an External Borrower

Permission to register is given at the discretion of the University Librarian. Please note that presenting this form in person will not enable borrowing rights immediately.

Do not send any money at this stage but return the completed form to: Library User Services Manager, University of Reading Library, Whiteknights, PO Box 223, Reading, RG6 6AE

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

Last name

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First names

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Title

---

Home address

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Home / mobile telephone

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Email

---

### 2 YOUR REASON FOR APPLYING

Please outline your reasons for registering and how you expect to use the University Library. Please tell us whether you intend to use resources for personal or educational purposes, professional development or commercial work.

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### 3 YOUR CATEGORY (please tick appropriate box and give further information if required)

#### Section A

If you tick a box in this section, please go straight to Section 7 of this form

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University of Reading Graduate      Graduation year:

Degree:  
(e.g. BA, BSc etc.)

Subject:

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Retired University of Reading Staff      Year of retirement:

Department:

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#### Section B

If you tick a box in this section, please also complete Sections 4, 5, 6 and 7 of this form

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Friend of the University

Local professional keeping up with subject

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Lecturer from a local college

Researcher at a non-SCONUL Access university

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Local school teacher

### 4 YOUR ORGANISATION (eg university, school, place of work)

Name of your organisation

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Your position

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Organisation address

---

Organisation email

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## 5 YOUR SPONSOR

Please give details of one sponsor e.g.

- Your employer
- A member of University of Reading academic staff

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Name of sponsor

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Organisation

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Contact address

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Sponsor email

## 6 SPONSOR'S DECLARATION

Please ask your sponsor to sign this declaration.

I confirm that the information on this form is correct. I recommend this applicant for your consideration as an external borrower at the University of Reading Library.

Signature of sponsor

Date

## 7 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

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## FOR OFFICE USE

Notes

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Membership type

Authorised by

Currently registered under another category?

Full fee

Discount

No fee

Date

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Card produced by

Date

Card registered by

Date

Fee paid?

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Card number

Alt ID

Expires

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### New cards

External borrowers should receive a new card with an up-to-date photograph after five years or four replacements/renewals, whichever comes first.

## REPLACEMENT S / RENEWALS

Authorised by

Fee paid?

Date

Expires

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Authorised by

Fee paid?

Date

Expires

---

Authorised by

Fee paid?

Date

Expires

---

Authorised by

Fee paid?

Date

Expires

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