

<b>1</b>	<b>General Information</b>
Surname: ..... Forename: .....	
Gender: Male/Female Title: Mr,Mrs,Miss,Ms,Dr,Prof,Other Date of birth: .....	
Home Address: .....	
Post code: ..... Telephone number: .....	
Email: <input type="text"/>	
Have you previously had a card from this University or Library? YES/NO	
Previous Library card number (if known): .....	
If you are applying for an Alumni Library card please go to <b>2</b>	
If you are applying for an External card please go to <b>4</b> All other applicants please go to <b>3</b>	

<b>2</b>	<b>University of Manchester Alumni ONLY</b>
Year of graduation: ..... Department: .....	
Degree: .....	
Go to <b>4</b>	

<b>3</b>	<b>Additional Information</b>
Institution: .....	
<input type="checkbox"/> Staff <input type="checkbox"/> Postgraduate (Taught) <input type="checkbox"/> Undergraduate	
Status (please tick): <input type="checkbox"/> Retired Staff <input type="checkbox"/> Postgraduate (Research) <input type="checkbox"/> Other (please give details below)	
<input type="checkbox"/> Part Time <input type="checkbox"/> Distance Learner <input type="checkbox"/> Placement (6 weeks or more)	
Additional Information: .....	
Go to <b>4</b>	

<b>4</b>	<b>Terms and Conditions</b>	<b>Accepted By</b>
I have read the Terms and Conditions (overleaf) and agree to abide by them:		Staff Initials:
Signature: ..... Date: .....		.....

**For Library Use Only**

Entitlement: ..... Number allocated: .....

Quota: ..... Expiry date: ..... Staff initials: .....

Collected: ..... Amount:  £75 (1 year)  £200 (3 years) Paid By:  Cash  Card

Notes: .....

## Terms and Conditions

- I agree to abide by the Library rules and regulations (copy available on request).
- The Library may contact you regarding its services and any future events.
- Due to licensing restrictions, most of the Library's electronic resources are only available to current staff and students of The University of Manchester. External users can access some electronic resources (including e-journals). Please ask a member of staff at the Customer Services Desk for further details.
- External members are not permitted to use The Library's resources for commercial purposes.
- I understand that the Library ID card is strictly non-transferable.
- Access is by valid Library ID card only, with no exceptions.
- Paid membership is non-refundable.
- Membership is at the discretion of the Librarian or their appointee.
- The Library has a code of behaviour which we ask everyone to abide by.
- I understand that violation of these terms and conditions may result in membership being withdrawn.

**Data Protection:** Your data are held securely in The University of Manchester Library and will be treated confidentially and with sensitivity for the benefit of The University of Manchester and its members in accordance with the terms of the Data Protection Act 1998 and in compliance with the University's privacy policy <http://www.manchester.ac.uk/privacy/>

Such data are available to the University's Schools, Faculties and the Division of Development & Alumni Relations and are used for a full range of activities and programmes involving academic and administrative departments, and a full range of communications and marketing activity including the sending of University publications and the notification of events, fundraising programmes and for the promotion of benefits and services. We may contact you by mail, email, telephone and social media. Your data will not be disclosed to external organisations other than those acting as agents for the University.

If you do not wish to receive communications by post, please tick here [ ]

If you do not wish to receive communications by email, please tick here [ ]

If you do not wish to receive communications by telephone, please tick here [ ]

If you are a graduate of the University your data will be shared with the Division of Development and Alumni Relations (DDAR). The DDAR supports The University of Manchester through contact with alumni, students and supporters of the University. Our alumni and supporters are very important to us and we are committed to protecting your data. The DDAR does not sell to or trade your data with any other organisations. The DDAR aims to keep your data up to date, and, as a graduate, you can manage your data at [your.manchester.ac.uk/update-your-details](http://your.manchester.ac.uk/update-your-details). The DDAR also welcomes any update to your details you may wish to provide by email to [alumni@manchester.ac.uk](mailto:alumni@manchester.ac.uk). The DDAR's full Privacy Statement is available here: <https://your.manchester.ac.uk/privacy>

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Please send completed application form and copies of any relevant documents to:

Membership Department  
The University of Manchester Library  
The University of Manchester  
Oxford Road  
Manchester M13 9PP

Tel: 0161 275 3716  
[www.manchester.ac.uk/library](http://www.manchester.ac.uk/library)