

<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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	
<b>Status</b> (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 Terms and Conditions</b>	<b>Accepted By</b>
I have read and understand the Terms and Conditions (overleaf):	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: .....

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## Terms and Conditions

- I agree to The University of Manchester's Privacy policy, available online at [www.manchester.ac.uk/privacy](http://www.manchester.ac.uk/privacy)
- 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.
- 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.

**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 all relevant data protection law and in compliance with the University's privacy policy <http://www.manchester.ac.uk/privacy/>

### Division of Development and Alumni Relations

If you are a graduate of the University then in line with our legitimate interests we will update your alumni record with the information you provide here to keep our records up to date.

The University of Manchester Division of Development and Alumni Relations (DDAR) supports the University 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 personal information. Your information will not be disclosed to external organisations other than those acting as agents for the University by the DDAR. Your information is used for a range of activities by the DDAR, including sending University publications, notification of alumni events, fundraising programmes and for the promotion of benefits and services; we process your information in accordance with our legitimate interests in these areas and you will always have the right to opt out. We may pursue these legitimate interests by contacting you by telephone, email, post or social media, subject to your communications preferences. The DDAR does not sell to or trade your data with any other organisations. All personal information is held securely and in accordance with all relevant legislation.

Our full Privacy Notice is available here: <https://your.manchester.ac.uk/privacy> and further information about data protection at the University is available here: <https://www.manchester.ac.uk/discover/privacy-information/data-protection/>.

As outlined in the DDAR Privacy Notice, we aim to keep your information up to date and as a graduate you can manage your data online in the Manchester Network at: <https://your.manchester.ac.uk/update-your-details>. Alternatively, you can send the DDAR your updates by email or tell us you don't want to hear from the DDAR by contacting: [alumni@manchester.ac.uk](mailto:alumni@manchester.ac.uk) or +44 (0)161 306 3066.

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)