

## LIBRARY REGISTRATION FORM – EXTERNAL USERS \*REFERENCE ACCESS ONLY\*

Please complete in block capitals.

1. **Dr, Prof., Mr, Mrs, Miss, Ms, other**.....
2. **Surname**.....**Previous names**.....
3. **Forename**.....
4. **Permanent Address**  
.....  
.....
5. **Institutional Affiliation (if applicable)**.....
6. **Email address**.....
7. **Phone number**.....
8. **Mobile number**.....**Do you allow us to contact you by SMS?**
9. **Please select the appropriate category:**

- Academic Tutor/Professor/Lecturer
- BA Student
- MA Student
- Commercial Research
- M25 User

- PhD Student
- Museum / Library Staff
- Private Research
- Other (please specify).....
- School Teacher

10. **Area of research** .....

11. **How did you hear about the ALRC?**

- British Museum Visit
- Friend / Colleague
- Teacher / Lecturer

- Internet
- COPAC
- Other (please specify).....

Have you previously registered to use the Library?  Yes  No

### Access for people with disabilities

Requirements of the Equality Act have been taken into account in the ALRC.

- Do you have a disability or particular need that means you require extra assistance in the library?
- Would you like the Reader Services Librarian to contact you to discuss this?

### Declaration

I have read the Library Regulations and accept the conditions applied. I understand that if I fail to observe these conditions my access to the Library may be withdrawn.

**Signature**.....**Date**.....

The information you provide will be handled in accordance with the Museum's privacy policy and Data Protection Code of Practise.

The ALRC may send you information about services and events. If you do NOT wish us to contact you, please tick here.

Other departments of the British Museum may send you information about services and events. If you do NOT wish the rest of the British Museum to contact you, please tick here.

We reserve the right to contact you when your account is due for renewal.

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**STAFF USE ONLY**

Photo ID:

Proof of Address:

User ID:

Expiry Date:

Registered by .....

Copy of Conditions of Use given to user?

Added to system by ..... on .....