

APPLICATION FOR INSTITUTIONAL MEMBERSHIP

Organisations with 10 or more staff or members may apply for membership of The London Library in the name of a designated representative (who may be changed at any time) who may use the Library and has responsibility for all books borrowed.

A representative may appoint two nominees (also transferable) who may make use of the Library in the representative's name. The representative or nominees may permit Library books and resources to be used by the members or employees of the organisation represented, as specified on the application form, on the premises of the organisation. Only the representative and nominee/s may use the membership number and PIN to access the Electronic Library.

Fees

The annual fee for this type of institutional membership is £1,530 (reduced to £1,020 in the case of registered charities and educational bodies).

Loan entitlement

Members based in London are allowed to hold on loan 15 volumes at a time, and those outside London 20. The fee for every further 5 volumes (up to a total maximum of 40) is £132 a year for educational and charitable institutions, and £220 for all other organisations.

Application

This form should be completed by the proposed representative and sent to the Membership Administrator at the address below with a cheque (payable to The London Library) for the initial subscription fee. Alternatively an invoice can be requested at the time of application. Subsequent subscriptions can be collected by direct debit. Your attention is drawn to the undertaking that the representative is required to give.

14 ST JAMES'S SQUARE, LONDON SW1Y 4LG

Telephone: 020 7766 4720 **Fax**: 020 7766 4766

Email: membership@londonlibrary.co.uk

Website: www.londonlibrary.co.uk

Charity registration number: 312175



LONDON LIBRARY	Authorised: Cash recd: Circulation: Accounts: Card sent: Number + code:
Full name of representative Number + PIN: Position Position	
INSTITUTION	Exp date:
Address	
	Postcode
Telephone numbers	
Email address	
Full name of first nominee (if any)	
Full name of second nominee (if any)	
	nbership cards issued to my Nominee/s should they presentative. Date
Instruction to your Bank or Building Society to pay by Direct Debit Please fill in the whole form using a ball point pen and send to: The London Library, 14 St James's Square, London SW1Y 4LG	
Name and postal address of your Bank or Building Society	Originator's Identification Number
To The Manager Bank / Building Society	7 2 4 2 2 8
Ple	Reference number (for Office use only) struction to your Bank or Building Society ease pay The London Library Direct Debits from the account
Dir rer ele	tailed in this instruction subject to the safeguards assured by the ect Debit Guarantee. I understand that this instruction may nain with the London Library and if so, details will be passed actronically to my Bank / Building Society.
Bank / Building Society account number	gnature(s)
Branch sort code Da	te:

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