

The London Library

Institutional Membership Application

Membership for Larger Organisations

Organisations with more than 10 staff or members may apply for membership 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.

A representative may appoint two nominees (also transferable) who may make use of the Library in the representative's name.

The representative or nominee 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.

In accordance with our licence agreements, only the representative and nominee(s) may access the membership to log in to the electronic resources.

Fees

The annual fee for this type of institutional membership is £1900 (reduced to £1070 for registered charities and educational bodies)

Loan Entitlement

Members based in London are allowed to borrow 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 £160 a year for educational/charitable bodies and £268 for all others.

Application

This form should be completed by the proposed representative and emailed to Membership at membership@londonlibrary.co.uk.

An invoice can be provided on request. Payment can be made by debit/credit card, bank transfer or cheque.

Privacy Statement

The London Library promises to respect and protect any personal data you share with us. Your information is used to administer your membership, personalise your experience of the Library and communications, and provide you with the goods or services you have requested. If you are over 18 we may, in some instances, analyse your data and obtain further publicly available data to help us make our communications more appropriate and relevant to your interests, and anticipate whether you might want to support us in the future. You can opt-out of most communications or the ways in which we process your data by contacting data@londonlibrary.co.uk. For full details of how we collect, store, use and protect your data, see londonlibrary.co.uk/privacypolicy.

Name of representative:	
Position:	Institution:
No of staff members:	Telephone:
Email:	
Address:	
Postcode:	
Name of first nominees (if any):	
Name of second nominees (if any):	
How did you hear about the Library?	
I hereby undertake to be bound by the Byelaws and Rules of the Library for the time being in force, and to pay such annual fees and such charges as shall from time to time be determined under the Byelaws and Rules (londonlibrary.co.uk/members/rules-etiquette). I understand that I am responsible for all books borrowed on the membership, including those borrowed by my Nominee. I undertake to return to the Library any membership card issued to my Nominee should they be changed, and my own card should I cease to be Representative.	
Signature:	Date:

Please select one payment option

1. Please send an invoice to:

Name:

Email

2. I would like to pay by credit/debit:

3. I enclose a cheque for £

For office use	Aleph:	Barcode: 28044
Authorised:	Card sent:	Exp date:
Payment recd:	Number:	