**Leeds Beckett Library Guest User Application Form**

### 1 Applicant Information (Please use BLOCK CAPITALS)

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<th>Forenames</th>
<th>Surname</th>
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<th>Previous Library card number (if applicable)</th>
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### 2 Scheme

- **□ SCONUL Access**
  - Home institution: 
  - Band (please circle): A / B / C
  - Valid until: 

- **□ Retired member of University staff** - No documentation required. Your status will be confirmed by the University

- **□ Alumni** - Please provide proof of graduation. £50 fee for 1 year’s membership or £30 if registering as an Alumnus for the first time. Please pay at the Library Advice Point. For postal applications we will contact you for payment.

- **□ Affiliated Organisations** - Please enclose letter detailing your connection with the University.

- **□ Personal Membership/Leeds Law Society Members Personal Membership** - Please send a letter addressed to the Head of Library Services and Operations stating why you wish to become a Guest User of Leeds Beckett University Library and which resources you would like to use for educational and research purposes. We will contact you for payment of £75 if your application is approved.

### 3 Terms and Conditions/Use of Data

The Guest User card is the property of Leeds Beckett University and the University reserves the right to recall the card or alter entitlements. I understand the card is strictly non-transferable. Any change of address or loss of card must be notified to the Library. Please note, you must have your Guest User card with you when you visit the Library. You will not be able to borrow items without your card. This does not include use of PCs or access to eresources.

The organisation responsible for looking after your personal data is Leeds Beckett University. The Library will collect the following categories of personal data from this application form:

- Your name, personal email address, mailing address, telephone number

We will process your personal data from this form in order to create a Guest User account in accordance with the General Data Protection Regulations (GDPR) or any successor legislation to the GDPR. The legal basis under which processing of personal data takes place is that of consent of the data subject. You have a right to see the data held on you and can update it by emailing.

Your data is held in our Library Management System (supplied by Sirsi Dynix) which enables us to manage your loans and in our Enquiry Management System (supplied by Springshare LLC) so that we can communicate with you about your membership. Once your membership has expired we will delete your data.

For more information or if you have a query, please email library@leedsbeckett.ac.uk.

**I have read the Terms and Conditions and agree to abide by them**

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<th>Signature</th>
<th>Date</th>
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Completed forms should be returned to staff at the Library Advice Point. Postal applications should be accompanied by any requested evidence of eligibility (we will contact you for payment, **card/cash only**) and returned to:

Guest Users, Headingley Library, James Graham Building, Headingley Campus, Leeds Beckett University, Leeds, LS6 3HE

### Advice Service Use

- Form accepted by: 
  - □ Documents attached
  - □ Paid £ 
  - □ Cash □ Card

### Office Use

- Guest User ID: 
  - Start: 
  - End: 
  - Completed: 

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Office Use:

- Guest User ID: 
  - Start: 
  - End: 
  - Completed: 

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