

STAFF USE ONLY

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|--|--|------------------------------------|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Driving license | <input type="checkbox"/> Bus pass |
| <input type="checkbox"/> Identity card | <input type="checkbox"/> Bank statement | <input type="checkbox"/> Bank card |
| <input type="checkbox"/> Student card | <input type="checkbox"/> Bill | <input type="checkbox"/> Other |
| <input type="checkbox"/> Staff card | <input type="checkbox"/> Inst. corresp. | |

Name

Number

Admitted by Date

☐ Fee ☐ Weston

BODLEIAN LIBRARIES ADMISSION FORM

For first time applications and renewal of library access, please complete this form in full, including your statement of research need on page 2.

In support of your application, you must bring **proof of identity** and **proof of permanent address**. For acceptable forms of academic identification please refer to our website: <https://www.bodleian.ox.ac.uk/join-the-libraries/apply>.



Personal Details

Given name(s) Title

Surname(s)

Date of birth (day / month / year)

Email

General subject of study

Permanent Home Address

Town County/Region

Country Postcode

Which best describes your current status?

- | | | |
|---|--|--|
| <input type="radio"/> Undergraduate | <input type="radio"/> Academic staff | <input type="radio"/> Independent researcher |
| <input type="radio"/> Taught postgraduate | <input type="radio"/> OUP staff | <input type="radio"/> Charity researcher |
| <input type="radio"/> Research postgraduate | <input type="radio"/> Company researcher | Reg. no.: <input type="text"/> |

Are you retired? ☐ Yes ☐ No

Are you a member of the Friends of the Bodleian? ☐ Yes ☐ No

Do you hold a degree from University of Oxford? ☐ Yes ☐ No

If yes, please specify

Do you require access to the Weston Library only?

Please note there is no charge for this.

☐ Yes ☐ No

Would you like to make us aware of a disability?

If you choose yes, your details will be passed on to the Disability Librarian who will contact you to discuss support available.

☐ Yes ☐ No

Academic Affiliations

If you are a member of an academic institution please give us the name of this institution and produce evidence of your status and its duration.

Institution

What is the end date of this status?

Library access for staff and students of UK Public Academic Institutions may be granted without charge. For acceptable forms of academic identification please refer to our website: <https://www.bodleian.ox.ac.uk/using/getting-a-reader-card/apply>.

STATEMENT OF RESEARCH NEED

In your statement below, which you should write in English, please tell us why you need to use our resources. This may be because the material is not available elsewhere, or because our collections have particular strengths which cannot otherwise be found in one place. You could note any other libraries you have used. We advise you to consult our online catalogue SOLO (Search Oxford Libraries Online) solo.bodleian.ox.ac.uk before seeking access and to note in your statement the catalogue details of any resources which would be useful for your current research. If we consider that your needs can be met more appropriately by other libraries we shall advise you accordingly.

If you are seeking access to Special Collections (manuscript and archival material of any date, ephemera, material published before 1801, material in a named collection, or other rare material), then if possible you should include a list of specific items or collections of material you wish to consult in your statement, so as to help you locate the material in question. The Bodleian Libraries reserves the right to seek further clarification where appropriate and to form its own curatorial judgement on the need to consult Special Collections. Important information about our Special Collections can be found at the following address: www.bodleian.ox.ac.uk/weston/finding-resources.

Bodleian Declaration

I hereby undertake not to remove from the Library, or to mark, deface, or injure in any way, any volume, document, or other object belonging to it or in its custody; not to bring into the Library or kindle therein any fire or flame, and not to smoke in the Library; and I promise to obey all rules of the Library.

I certify that the particulars given above are correct, and request admission to the Bodleian Libraries.

I undertake that, unless I have indicated overleaf, I shall not use the library in pursuit of private profit or commercial purposes.

I undertake to abide by the University's Regulations relating to the use of the facilities of the Bodleian Libraries, the Rules of Conduct in the Bodleian Libraries, and any other Library rules and regulations duly published.

I understand that if I do not obey the rules of the Bodleian Libraries my access to the Bodleian Libraries may be suspended or withdrawn (www.bodleian.ox.ac.uk/using/rules).

Signature

Date

☐

I would like to be kept informed of Bodleian Libraries' news, events, appeals and offers.

☐

I would like to be kept informed of news, events, appeals and offers from across the University of Oxford Gardens, Libraries and Museums.

If you tick one or both of these boxes, we will send you an email inviting you to join our mailing list(s).

If you do not confirm that you wish to join the mailing list(s) your email address will be removed from the mailing list(s) system.

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