

Official Use Only: User No _____ ID _____ EL _____



Application form for FULL MEMBERSHIP

Japan Foundation London Language Centre Library

Photo

If you are joining the library as a full member, you will need to provide:

- 1) **ID with your name and current address** (e.g. driving licence, bank statement, utility bill)
- 2) **Proof of eligibility** (e.g. letter from your school, staff card, student card)
- 3) **Two recent passport-sized photographs**

If you are renewing your full membership, please fill out your details again below and provide your library card as well as items 1) and 2).

Please read the following carefully before signing:

- The maximum number of loan items for each member is three books and two sets of audio-visual materials. Items are issued for three weeks. Members who fail to return or renew the borrowed items on time may have their membership suspended or cancelled.
- Materials already on loan can be reserved.
- Borrowed items can only be renewed once for a further two weeks by telephone, fax, letter, e-mail or in person, provided that they have not been reserved. Renewal requests can be submitted from one week before the due date.
- All materials on loan must be returned to the library in the same condition in which they were issued. Please ensure that cassettes and videotapes are rewound and placed in their original cases and that any accompanying booklets are returned together with audio-visual items.
- Should any materials be lost or damaged, the borrower must take responsibility for purchasing replacements and returning them to the library immediately.
- Copyright restrictions must be observed carefully, and members should take responsibility for this themselves.
- Audio-visual materials must not be used for copying, profit-making or broadcasting purposes.
- Items that have been issued must not under any circumstances be loaned to a third party.
- Full members who are unable to visit the library in person may use the library's Loan-by-Post service. The library will bear the postage costs one way only, and the member is responsible for returning these items. When returning items by post, all items must be returned by the due date either by Registered, Special or Recorded Delivery. In the event of loss or damage to items, members will be held responsible for replacing these items.
- The library will give 1 penalty point for every overdue item per day. Members who receive 150 points will lose their borrowing privileges for 3 months.
- Members should update the library with any change of their particulars as soon as they occur.
- Members must also comply with the other library regulations, as laid out on page 7 of the guide for users.

The information supplied on this form will be held on computer file. In accordance with the Data Protection Act, the information will not be released outside the Japan Foundation London Language Centre except in statistical form.

Title: Mr / Ms / Mrs / Miss / Dr Other (please print):	First name(s):	Surname:
Home address:		
		Postcode:
Tel:	Fax:	Email:
Name and Address of School/Employer/Organisation:		Job title:
		Postcode:
Tel:	Fax:	Email:
Preferred Loan-by-Post service address:	Home <input type="checkbox"/>	Organisation <input type="checkbox"/>

I have read the above library regulations and agree to abide by them. I declare that the information supplied on this form is true.

Signature: _____

Date: _____