**Library reader registration form**

All new readers are required to complete this form and to provide picture ID and proof of address.

**Name** (Block capitals) **Title**

**Permanent Home address**

**Telephone Email**

**Institutional address** (if applicable)

**Address in UK** (if different from above)

**Telephone Email**

**Research interests / planned publications**

**How did you hear about the Royal Society Centre for History of Science?** (please tick one)

|  |  |  |  |
| --- | --- | --- | --- |
| Friend / colleague |  | Book or journal |  |
| Teacher / lecturer |  | Other library |  |
| Internet – Royal Society web site |  | Publicity material |  |
| Internet – other web site |  | Other (please specify): |  |

* **I agree to observe the reader rules, which I have read and understood.**
* **I agree not to publish or copy in any form material from the Archives without seeking the specific permission of the Royal Society or owner and copyright holder (if not the Society).**
* **I agree that, in order to register as a researcher and for security purposes, my photographic ID can be photocopied and my personal information processed.**

**Please confirm you have read and understood the above rules**

**Please confirm you have read and understood the Data Privacy statement (overleaf)**

Signature Date

**Data Privacy statement**

As part of our compliance with the General Data Protection Regulation and the UK Data Protection Act 2018, the Royal Society Library agrees to process your data in the following way:

* The Royal Society requires that all users of the Library provide us with their name, address and contact details, and can show a valid photographic ID and proof of address upon registration.
* Personal information supplied on this form will be processed by the Royal Society Library for administrative purposes only.
* The information is used to monitor the use of our collections and protect them from damage or theft. We also use this information to ensure we can provide an efficient service to our users.
* Aggregated data is used to provide general statistics about the usage of our collections, which is required by our internal management and by external funders.
* No reader will be individually identified without giving prior permission, and the information will not be passed to any third party.
* Your personal data will be retained for at least two years from the date of your most recent visit to or contact with the Royal Society Library, after which time it will be deleted from our internal system and all paperwork destroyed. Once your data has been erased, in accordance with our retention policy, you will need to re-register as a reader on your next visit to the Library.

**If you have any comments or concerns about how your personal data is being used by the Royal Society Library team, you may contact us at** [**library@royalsociety.org**](mailto:library@royalsociety.org) **or contact our Data Protection team at** [**dataprotection@royalsociety.org**](mailto:dataprotection@royalsociety.org)**.**

**We may also use your details from time to time to send Royal Society marketing information and other items that may be of interest to you, if you consent for us to do so.**

**Please tick the box if you wish to receive emails and marketing information:**

**For staff use:**

Proof of address verified Library staff initials: