

## Special Collections Reading Room Registration Form

Please print clearly and complete in full. Please take completed form to Headington Library Enquiry Desk or post to: Special Collections Reading Room, Library, Oxford Brookes University, Headington, OX3 0BP. Proof of identity and proof of address is required: Oxford Brookes University ID/Library card; Institute of Brewing and Distilling Membership; driving licence / utility bill (photocopy acceptable).

Family name:		First name:		Title:
Home address:				
Post code:		Tel. no:	Email:	
Please tick applicable box below and give details as requested				
Brookes Undergrad.	Brookes taught postgrad.	Brookes Staff / research students	IBD member	External user
School / Dept.		School / Dept.	Membership no.	Please give name of your University or Organisation:
Course		Borrower no.		
Borrower no.				

### Which collection (s) do you wish to use? (please tick)

Andre Deutsch Collection	Michael Jackson Collection	
Booker Prize Archive (additional form required)	National Brewing Library	
Fuller Collection	Oxfordshire Society of Architects Collection	
Grigson Collection	20 <sup>th</sup> Century Sources in Social Medicine	

### What is the main purpose of your planned research? (please tick)

Private interest	Undergraduate degree course	
Publication	Postgraduate degree course	
Teaching preparation	MPhil / PhD research	
Other (please specify)		

I will collect the Pass from the Enquiry Desk at Headington Library / Please post the Pass to my home address (please delete as applicable)

**Data Protection** The information provided on this form will be processed in accordance with the Data Protection Act 1998. The information will be kept by Oxford Brookes University for administrative and statistical purposes, and will not be passed on to any third party.

### Declaration

I apply for a pass to the Special Collections Reading Room of Oxford Brookes University Library. I agree to abide by the Library's regulations and specific regulations relating to the use of Special Collections at Oxford Brookes University Library. I agree to comply with the Data Protection Act 1998, and will not misuse any personal information found within the archive collections. I understand that failure to comply with these regulations will result in the withdrawal of access.

Signed:

Date:

### Staff use only:

Proof of identity and address: Oxford Brookes University ID/Library card; Institute of Brewing and Distilling Membership; driving licence / utility bill / other (please specify)

Talis check:

Card issued:

Expiry date: