

## STAFF USE ONLY

Passport	Driving licence	Bus pass	Name	
Identity card	Bank statement	Bank card	Number	
Student card	Bill	Other	Admitted by	Date
Staff card	Inst. corresp.			
			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/using/getting-a-reader-card/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?

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](http://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](http://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](http://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.

# DATA PROTECTION

In the course of completing the application document, you have provided information about yourself ('personal data'). We (the University of Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

## How we use your data

We will use your data to assess your application and, if successful, to register you as a Bodleian Libraries Library Card holder and provide you with the associated services.

We need to process your data for this purpose in order to fulfil our contractual obligations to you or to take steps at your request prior to entering into a contractual relationship.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

## Who has access to your data?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

## Retaining your data

We will retain your application form for six months. We will retain your data for six years after your Library Card expires.

## Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's Information Security website [www.infosec.ox.ac.uk](http://www.infosec.ox.ac.uk).

## Where we store and use your data

We store and use your data on University premises, in both a manual and electronic form.

## Your rights

Under the General Data Protection Regulation (GDPR) you have the following rights in relation to the information that we hold about you (your 'personal data').

- The right to request access to your data (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- The right to request correction of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- The right to request erasure of your data. This enables you to ask us to delete or remove your data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see next column).

- The right to object to the processing of your data, where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.
- The right to request that the processing of your data is restricted. This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- The right to request the transfer of your data to another party.

Further information on these rights is available from the Information Commissioner's Office: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/>.

Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop. However, where you have consented to the processing (for example, here you have asked us to contact you for marketing purposes) you can withdraw your consent at any time by emailing the department that is processing your data.

If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, you should contact the University's Information Compliance Team ([data.protection@admin.ox.ac.uk](mailto:data.protection@admin.ox.ac.uk)). We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

## Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at [admissions@bodleian.ox.ac.uk](mailto:admissions@bodleian.ox.ac.uk) or Admissions Officer, Bodleian Libraries' Admissions Office, Weston Library, Broad Street, Oxford, OX1 3BG