



Bodleian Libraries  
UNIVERSITY OF OXFORD

**STAFF USE ONLY**

- Passport       Driving licence       Bus pass
- Identity card       Bank statement       Bank card
- Student card       Bill       Other
- Staff card       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 overleaf.

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:  
[www.bodleian.ox.ac.uk/using/getting-a-readers-card/id-requirements](http://www.bodleian.ox.ac.uk/using/getting-a-readers-card/id-requirements)

#### Personal Details

Given name(s) ..... Title .....

Surname(s) .....

Date of birth *day* ..... *month* ..... *year* .....

Email .....

General subject of study .....

Permanent Home Address: Number..... Street.....

Town..... County/Region .....

Country..... Postcode .....

Which best describes your current status? *Please tick*

- Undergraduate       Academic staff       Independent researcher
- Taught postgraduate       OUP staff       Charity researcher
- Research postgraduate       Company researcher

Reg. no.:  
.....

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?

Yes  No

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

#### 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 HEFCE funded institutions may be granted without charge.

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## ■ 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. 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 understand that the information I supply will be used by the University for administrative purposes within the terms of the Data Protection Act 1998. 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 \_\_\_\_\_

The Bodleian Libraries would like to keep in touch with you about our services, resources, future plans, news and events, for example, acquisitions, lectures or exhibitions. Please tick if you agree to our doing so, in which case your data will also be transferred and held securely in the University's shared Development and Alumni Relations Systems (DARS):

DARS provides a common source of data on all alumni, donors, students, staff and friends of collegiate University. Our long-term intention behind this shared resource is to improve mutual understanding, by enhancing the quality of our communication at all levels and developing a better appreciation of our relationship with alumni, donors, staff, students and friends. Please see [www.alumni.ox.ac.uk/data\\_protection](http://www.alumni.ox.ac.uk/data_protection) for more information on the way in which your personal data are held and used in DARS. Some sensitive personal data may be held in DARS.

If, at any time, you have any queries about the use of your personal data in DARS or wish to change the fact of, or extent of, use of your personal data, or no longer wish to receive a specific communication(s), please contact the Bodleian Libraries' Admissions Office by email at [admissions@bodleian.ox.ac.uk](mailto:admissions@bodleian.ox.ac.uk) or telephone +44/01865277180 or write to Bodleian Libraries' Admissions Office, Research and Learning Support, Weston Library, Broad Street, Oxford, OX1 3BG.