

Bodleian Libraries' Admissions Office

Form B

You should complete Part B1 of this form if

(1) You are **not** graduate of the University of Oxford, **and**

(2a) you are **not** at a higher education or research institution, **or**

(2b) you **are** at a higher education or research institution **but** you want access to Special Collections*

If you want access to Special Collections* please also fill in Part B2.

Part B1: Statement of research need

Please tell us why you need to use our resources. Typically this may be because the material is not available elsewhere, or because our collections have particular strengths which cannot easily be found in one place otherwise. Helpful evidence would be a note of the other libraries/resources you have already used, and/or a list of specific items or collections of material which we hold and you wish to consult. (The latter is required if you are seeking Special Collections* access).

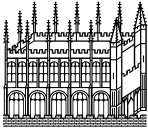
Reference: Please provide the name and contact details of a professional person (not a relative) who could verify your need if required.

Name: _____

Address _____

Telephone _____ Fax _____

Email _____



Part B2: Use of Special Collections*

This section **must** be **completed and signed** by the colleague corroborating your requirements.

If in Part B1 you have identified Special Collections* please have a **colleague** (a professional person not a relative) corroborate your requirements (this may be the same person whose name is given as a reference overleaf):

I confirm that [Name] _____ requires access to the Special Collections* materials described overleaf, and that he/she will handle such materials with proper care. I certify that I have known the applicant for _____ years. I understand that the information that I supply will be used by the University of Oxford for administrative purposes within the terms of the Data Protection Act 1998.

Note: It is essential that this corroboration is based on the **completed** statement of research need overleaf.

SIGNED

Name (BLOCK CAPITALS) _____

Date _____

Status in relation to applicant: _____

Address _____

Telephone _____ Fax _____

Email _____

*By Special Collections we mean manuscript and archival material of any date, ephemera, material published before 1801, material in the named collections, or other rare material.