



## BODLEIAN LIBRARIES' ADMISSIONS

### IDENTIFICATION REQUIREMENTS

All readers are required to present two forms of identification in addition to their completed Bodleian Libraries' Admissions Form:

- **One form of proof of identity**
- **One form of proof of address**
- **Staff and students of universities are also required to provide evidence of their current status and its duration (*see below*).**

All forms of identification should be presented in the original and should be in English. It is your responsibility to provide an official translation where this is necessary.

Accepted forms of identification are shown below. If you are unable to provide any of the forms of identity listed, please contact us in advance of your visit.

#### PROOF OF IDENTITY

Passport*	Photo Driving Licence*
National Identity Card*	Bank Card
Credit Card	Photo Bus Pass
Police/Customs/Home Office/Warrant Card	

*\*These items may be presented as both proof of identity and proof of permanent address, where the address has been officially printed.*

#### PROOF OF PERMANENT ADDRESS

Utility Bill (Electricity, Gas, Internet, Telephone, Water)*	Bank Statement*
Building Society Statement*	Credit Card Statement*
Council Tax Bill*	TV Licence*
Payslip ( <i>where both the employer's and the employee's addresses are stated</i> )*	

*\* These items should be dated within six months of the current application being made.*

#### ACADEMIC AFFILIATIONS

If you are a member of a university, in addition to proof of identity and proof of address, we will also require evidence of the status and duration of your affiliation. In the case of permanent staff members we will require evidence of permanency of post. For staff and students of HEFCE funded institutions library access may be granted without charge, the details of your academic affiliation will be used to issue an appropriate card for the current affiliation that you hold.

Acceptable forms of academic affiliation are:

- **A valid student or staff card** (Student or staff card should clearly show your status (e.g. undergraduate, taught postgraduate, research postgraduate, staff) and end date of affiliation.
- **A signed letter of introduction from a supervisor/tutor/employer on the institution's official letterhead** (Letters of introduction should include details of your status, and the expected end date of this affiliation, or permanency in the case of staff.
- **A copy of a university staff contract** (University contracts should outline your status and the expected end date of your affiliation, or permanency.