Application for Library Subscription Scheme

A subscription scheme is available for individuals or students involved in ongoing personal or educational research. It is not available to individuals or companies researching for commercial business or publishing activities.

Please return your completed form, including payment details and a recent photograph to:

Philip Richardson Library, Royal Academy of Dance, 36 Battersea Square, London SW11 3RA, UK.

# Section A: Applicant’s details

Full Name including title:

RAD Membership No. (if applicable):

 **OR** Applicant’s address and contact details:

|  |  |
| --- | --- |
| AddressPostcodeCountry | Telephone no:Mobile no:E-mail address: |

Please give details of the nature and level of your research (optional): …………………………………………………………………………………………………………………………………………………………………………………………………………………………

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| How did you hear about the Philip Richardson Library? |

The details which you provide on this form will be used by the Philip Richardson Library to process your application for Library membership only. Your details will be held securely and in line with our privacy Statement, available at <https://www.royalacademyofdance.org/privacy-notice#library---archive-services>.
Your details will be retained by us for the duration of your library membership (initially one year) after which you will be given the option to renew for a further subscription period. If you choose not to renew your subscription then your details will be securely deleted.

# Section B: Payment Details

The subscription scheme costs just £40.00 per year (incl. VAT) or £36.00 (incl. VAT) for RAD Members, and can be paid for by cash, cheque (UK sterling only), direct bank transfer or credit/debit card. Please indicate your preferred payment method below:

[ ]  I enclose cash/cheque\* for £40.00 / £36.00 \*delete as appropriate

(Cheques are payable to the Royal Academy of Dance). Do not send cash by post.

# [ ]  I wish to pay by direct bank transfer, please invoice me at the address given overleaf.

[ ]  I wish to pay by credit/debit card (payments can be made in person or over the

 telephone)

N.B. Payment must be received **before** an application can be processed

# Section C: Terms and Conditions

* The subscription is valid for a period of one year from the date of issue. The subscription is non-transferable and once purchased, no refund can be given for the whole or any part of the year.
* A subscription card will be issued in the name of the individual applicant only.
* A card will normally be issued and posted to the applicant’s address, as given overleaf, within 5 working days following receipt of an application. Applications can be made in person and may be processed the same day if arranged by appointment with library staff.
* A valid card entitles the holder to unrestricted library access within the normal library opening hours, and allows UK residents to borrow up to 4 books at any one time, from circulating stock with the exception of overnight or 3 day loans. Please note that access to archive material and special collections **must** be arranged in advance.
* Extra charges will be made for overdue, lost or damaged items.
* The Academy reserves the right to change these terms and conditions or to withdraw subscription privileges at any time.

# Customer Declaration

I confirm that all details given above are correct and I have read and understood the terms and conditions as set out above.

## Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Section D:** **For Office Use Only**

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| Payment received by: Date: |
| Application processed by: Date: |
| Card Issued by: Date: |

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| Library No:  | Valid until:  |