



Application to use Chawton House Library

Access to Chawton House Library Reading Rooms

Members of the public are welcome to use Chawton House Library reading rooms, where they can have access to items from the library collections. Visits to the reading rooms must be made by prior appointment, and on the first visit, an application form must be completed.

Applying to use Chawton House Library

To apply to use the Library, visitors need to fill in this application form, and present it to the Library together with two forms of identification; at least one must have a photograph and at least one must show the applicant's address. Once the application has been approved by a member of Library staff, the visitor will be able to use the library. The Library should be informed of any changes in information, such as change of address.

Using the Reading Rooms and the Library Collections

Signing this application form is an agreement to abide by the regulations of the Chawton House Library reading rooms. A full list of the regulations accompanies this form and is available on the Library's website. Readers must make a prior appointment to visit the Library on each occasion. The Library collections are for reference use in the reading rooms; items may not be removed from the reading rooms.

Name and contact details

Title: _____

Forenames: _____

Surname: _____

Home address: _____

Postcode: _____

Telephone: _____

Fax: _____

Email: _____

Temporary address while visiting the Library (if applicable):

Postcode:

Telephone:

Fax:

Email:

Business address (if applicable):

Postcode:

Telephone:

Fax:

Email:

Reason for using Chawton House Library

≤ Personal interest or research

≤ Academic staff (higher education, further education, school)

Institution _____

Department _____

≤ Postgraduate Student

Institution _____

Department _____

≤ Undergraduate Student

Institution _____

Department _____

≤ Further education student

Institution _____

Department _____

≤ Secondary school student

Institution _____

≤ Other work-related research

Please specify occupation _____

Please give a brief description of your research interest:

How did you hear about Chawton House Library?

We would like to add your contact details to our mailing list and send you information about our activities and forthcoming events. If you are happy to be contacted in this way, please tick this box:

Declaration:

I declare that the information given on this form is true and correct. I agree to read and observe the Chawton House Library regulations and I understand that failure to do so may result in being denied use of the Library.

Signature _____

Date _____

For staff use only:

Forms of identification shown:

1. _____

2. _____

Approved by:

Name & signature _____

Date _____