

Manuscripts and Special Collections

**Reader Registration**

|  |  |
| --- | --- |
| Mr/Mrs/Miss/Ms/Dr/Prof/Other: | |
| Surname: | |
| Forename(s): | |
| Address: | |
|  | |
| Email: Tel. no.: | |
| Local address (if different from above): | Institution (e.g., University of Nottingham): |
|  | Department: |
|  | Module (if applicable): |
|  |
|  | Tutor (if applicable): |
|  |

|  |  |  |
| --- | --- | --- |
| Please describe what you are researching: | | |
| Please name the collection(s) you intend to use: | Manuscripts |  |
| Special Collections (printed) |  |

Please tick the category which best represents you/your research:

|  |  |  |  |
| --- | --- | --- | --- |
| Higher education academic |  | Private researcher, family historian, local historian |  |
| Undergraduate |  |
| Postgraduate |  | Teacher |  |
| Non-academic UoN staff member |  | Commercial/professional researcher |  |

By signing you confirm you have read a copy of the Reading Room Regulations and agree to be bound by them.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Please tick if you would like to receive information about the following: Our exhibitions & events |
| Our newsletter Change your preferences at any time by emailing mss-library@nottingham.ac.uk. |

The information you provide will be processed and held in the University’s computer system and used for Manuscripts and Special Collections’ administration and any other legitimate University purpose. In doing so, the University will observe at all times the data protection principles embodied in the GDPR and Data Protection Act 2018. Your data will not be disclosed for other purposes without your consent.

**STAFF USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| *Internal:* UoN staff / student ID number: | | | |
| *External:* ID seen (specify) Proof of address seen (specify) | | | |
| Reg no.(tick if renewal) | User category | Staff initials | Added/updated on CALM |

S:\PS\LRLR\MSC\F. Admin\F2. Forms\Registration form\Reader registration form 2020