



JESMOND LIBRARY APPLICATION FOR MEMBERSHIP

Title (optional)..... First Name Surname

Date of Birth.....

Address.....

..... Post Code

Email address

Daytime phone no Mobile.....

Jesmond Library holds all personal information securely and in accordance with data protection legislation. We use it to:

- Manage our library (eg contacting you about overdue books, new books, reservations)
- Promote and manage our events (e.g. bookings and forthcoming events) and keep members informed of news about the library.
- Promote and manage our fundraising activities as a registered charity

For library service, we will contact you by email, phone and/or post

In addition, we would also like to keep you informed of other library activities - please indicate below if you are happy to be contacted in the following ways:

News & Events **Email** **Phone** **Post**

Fundraising **Email** **Phone** **Post**

You may change your preferences at any time by contacting the library. We will not share your details with any third party organisation unless we are legally required to do so. Our [privacy-notice.pdf](#) is available on the website and in the library.

Signed Date.....

Please note this membership is valid for 3 years and will then need to be renewed.

PTO

For library purposes:

Membership Number

Set (renewal date).....

Mailchimp preferences updated

GDPR date in 'Message' screen

Checked by

POLICY FOR LIBRARY USERS

Jesmond library welcomes all members of the community. We want to make the library a place where everyone can come and feel safe while choosing books, using the computers, engaging in activities or reading the papers and having a coffee.

The library is a community service independent of the City Council; it is run wholly by volunteers who give their time to keep it functioning. All our volunteers have been trained in the procedures and policies adopted by the library and are expected to act towards you with courtesy and respect. They all wear volunteer badges so that they can be readily identified. We likewise expect you to treat our volunteers and other users of the library with courtesy and respect. Refusal to comply with these rules may lead to expulsion from the library and a revocation of membership.

Accordingly, we need to set out some rules for library user:

- No animals except guide dogs are permitted in the library
- No bicycles, skate boards, scooters or roller skates are permitted in the library
- No smoking is permitted in the library or the area immediately outside the doors
- No drugs or alcohol may be brought into the library
- No shouting is permitted in the library
- Please keep drinks and food in the refreshment area so that the library furnishings are not spoiled
- All children under the age of 10 must always be accompanied by an adult
- Please always consider other users of the library (for example by keeping mobiles on silent and taking calls in the lobby).

If you have any complaints about the way in which a volunteer has treated you, you should contact the Volunteer Coordinator via email using volunteers@jesmondlibrary.org

If you would like to get more involved in the work of the library and perhaps become a volunteer yourself, please speak to one of our volunteers who will give you an application form explaining what you need to do.