Mandatory sections or fields are marked with an “\*”.

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| **Contact Details** |

Please provide two addresses, if possible. If you are applying for group membership then each member must complete this form and adding the group leader as the associate contact.

|  |  |  |
| --- | --- | --- |
|  | **HOME ADDRESS\****(initial means of contact)* | **ASSOCIATED CONTACT**(secondary point of contact) |
| **Title(s):** |  |  |
| **First Name(s):** |  |  |
| **Surname:** |  |  |
| **Full Address:** |  |  |
| **Postcode:** |  |  |
| **E-mail:** |  |  |
| **Landline:** |  |  |
| **Mobile:** |  |  |

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| **Type of Membership\*** |

Please let us know which membership you are applying for? Please tick one of the following categories:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Individual |  |  | Medium Group (Church) |  |
| Student (12 – 18) |  |  | Medium Group (School) |  |
| Small Group (Church) |  |  | Large Group (Church) |  |
| Small Group (School) |  |  | Large Group (School) |  |
| Concession (inc. full-time student, unwaged, OAPs,) |  |  | Updating details (inc. service level agreements, such as: LCT, APA’s, Current Newcastle/Durham Clergy, JET) |  |

|  |  |
| --- | --- |
| If a student membership, please provide the institution name and your student ID number: |  |
| If a group membership, please provide the name of the Group Leader? |  |
| Do you wish for **Durham** or **Newcastle** to be your preferred site? This, unless otherwise informed, is the site we will send any reservations and orders to. |  |
| Would you like e-mails about communications and events in the RRC community? | Yes / No |

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| **Statistical Information (optional)** |

*We monitor a variety of statistics to help us make informed decisions about our stock and the services we provide. We’d like to invite you to share the following information to help us:*

|  |  |
| --- | --- |
| *Disabilities:* |  |
| *Ethnicity:* |  |
| *Religious affiliation:* |  |

Ask us how you can get e-mails about new stock in your areas of interest.

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| **Payment Options\*** |

Our annual membership fees are published each January on our website and notice boards. The fee is non-refundable. An active membership lasts for one year from the date of purchase. Members **must** pay prior to borrowing. We are unable to accept card payment. Please **tick one** of the following joining payment options:

|  |
| --- |
| **Option 1: Pay via Invoice/BACS** |

I wish to be invoiced to my e-mail (or home address if no e-mail) and provide NERLRC Ltd. permission to include required details on the invoicing system (Sage) it uses. I will adhere to payment terms outlined on the invoice, which includes BACS and cheque payment options.

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| **Option 2: Pay via Cash or Cheque** |

I opt to pay for my membership via cash/cheque in person or enclose/will post a cheque with my membership number/name for reference. Please **do not** post cash.

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| **Gift Aid and Data Protection Declarations\*** |

Please tick the below options that apply and sign/date if ticked:

|  |
| --- |
| **Gift Aid** |

I am a UK taxpayer. I would like the North East Religious Learning Resources Centre Ltd. to claim tax on all my donations I have made since 6th April 2000 and all donations in the future. I do pay income tax at least equal to the tax that the North East Religious Learning Resources Centre Ltd. reclaims on my donations (currently 25p for each £1 given). I understand this will not cost me anything.

Signed:……………………………………………..…………………………………… Dated: …………………………………..

|  |
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| **Conditions of Membership and Data Protection** |

I agree to abide by the Conditions of Membership of the North East Religious Learning Resources Centre Ltd. (RRC) and to the use of my personal data as outlined in the RRC’s Data Protection Policy, which I have read and understood.

Signed:……………………………………………..…………………………………… Dated: …………………………………..

|  |
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| **Complete Membership Application** |

Please return, completed, to:

Membership Officer, NERLRC Ltd Cuthbert House, Stonebridge Lane, Durham, DH1 3RY

|  |
| --- |
| **FOR OFFICE USE ONLY:** |
| *Staff initials and date:* |  | *AccessIt barcode:* |  |
| *Membership card ‘M’-number:* |  | *ID type(s) seen (with institution and reference number, if applicable)?* |  |
| *Registered on AccessIt and issued membership card?* | *Yes / No* | *Can borrow set as ‘yes’?* | *Yes / No* |
| *Enrolment date set as:* |  | *Finish date override set as, or N/A:* |  |
| *Year Group set as:* |  | *Tutor (i.e. Gift Aid) field set as:* |  |
| *Notes updated?* | *Yes / No* | *PIN set and provided?* | *Yes / No* |
| *‘M’-number set as Alternate ID?* | *Yes / No* | *Associate user set as “Logged-in 2”* | *Yes / No* |
| *Member profile field updated?* | *Yes / No* |  |  |