



Tate Library & Archive Registration Form

Surname/Family name				(Please print Clearly)
First name Middle names				(Please print Clearly)
Permanent home address (not a temporary address in the UK or elsewhere) If you are applying as a SCONUL Access user (Band A only) please also provide the name of your institution.				(Please print Clearly)
Email address				
Please supply an email address for membership renewal and Library and Archive information (Please print Clearly)				
Contact telephone number(s)				
(Please print Clearly)				
How did you hear about the Tate Library & Archive?		What description best applies to you?		
During a visit to Tate <input type="checkbox"/>	From another library <input type="checkbox"/>	Artist <input type="checkbox"/>	Student BA <input type="checkbox"/>	
From an internet search <input type="checkbox"/>	From another archive <input type="checkbox"/>	Curator <input type="checkbox"/>	Student MA <input type="checkbox"/>	
The National Archives <input type="checkbox"/>	Personal recommendation <input type="checkbox"/>	Lecturer <input type="checkbox"/>	Commercial Researcher <input type="checkbox"/>	
Tate Etc <input type="checkbox"/>	From my university/college <input type="checkbox"/>	PhD <input type="checkbox"/>	Private Researcher <input type="checkbox"/>	
COPAC <input type="checkbox"/>	WorldCat <input type="checkbox"/>	School Teacher <input type="checkbox"/>		
<p>I have read and agree to abide by all the regulations of the Tate Library and Archive. I undertake to obtain the copyright holder's permission for the publication or reproduction of all materials, published or unpublished. I will ensure that any information obtained relating to living persons is used in accordance with the principles of the Data Protection Act 1998.</p>				
Signature:		Date:		

Information provided by you on this form will be processed on behalf of the Board of Trustees of the Tate Gallery solely for the purpose of facilitating your membership of the Tate Library and Archive and will not be passed on to other organisations. A copy of this form will be retained for a year after the expiry of membership.

For Staff use only: all documents must be originals; printouts or photocopies will not be accepted; ** must be dated within the last 3 months				
ID (please tick)	Proof of home address (please tick)	Proof of home address: other ID – must only be from the list on the back of this form; please write here:		
Non-photo ID (Library Reader only) <input type="checkbox"/>	Utility Bill ** <input type="checkbox"/>	<hr style="width: 80%; margin-left: 0;"/>		
Passport <input type="checkbox"/>	Bank Statement / Credit Card Statement ** <input type="checkbox"/>			
British Library Reader's Ticket <input type="checkbox"/>	Council Tax Bill ** <input type="checkbox"/>			
Photographic student ID card <input type="checkbox"/>	HM Revenue Statement <input type="checkbox"/>			
Photographic workplace ID card <input type="checkbox"/>	State Pension Book <input type="checkbox"/>			
Blue Badge parking permit <input type="checkbox"/>	Uni cert. for accommodation (stamped) <input type="checkbox"/>			
National ID card* <input type="checkbox"/>	National ID card (*not as both ID & Address) <input type="checkbox"/>			
Driver's licence (photo)* <input type="checkbox"/>	Driver's licence (*not as both ID & Address) <input type="checkbox"/>			
Checked by:	Date:	LIBRARY READER	SCONUL - BAND A	official SCONUL authorisation email or card plus in-date institution ID must be shown
Circle as appropriate >		ARCHIVE READER	RENEWAL	

Tate Library and Archive: registration information

- Registration is completed on your first visit, not in advance; please bring this form with you
- You will be given a copy of the Reading Rooms regulations
- You will be photographed for our membership database; this is to identify you on future visits
- Membership is for one year, renewable
- Advanced appointments are always required to see items from the Archive, Library Special Collections, and Public Records

Registering to use the main Library collection

As a **Library Reader** you will have access to the Library Reading Room, with reference access to the Library's collection of exhibition catalogues, books and journals.

- A form of ID such as a credit card or Tate Members' card must be shown

Registering to use the Archive, Public Records and Library Special Collections

As an **Archive Reader** you will have access to the main Library collection, Archive, and Public Records and Library Special Collections.

- You must bring **photographic ID** and a **separate document** showing proof of your **permanent home address**; only the document types listed below are accepted
- All documents must be originals; print-outs and photocopies will not be accepted
- * These documents can only be used as **either** proof of address **or** photographic ID; **not for both**. Some driving licences and national identity cards do not show your address; we cannot accept these as proof of address
- ** These documents must be dated within the last three months

Photographic ID

- passport
- national identity card*
- photographic driver's licence*
- British Library reader's ticket
- photographic student identity card
- photographic workplace identity card
- Blue Badge parking permit
- Freedom Pass photo card

Proof of permanent home address

- utility bill (gas, electricity, telephone, water) **
- bank / building society statement **
- credit card statement **
- council tax bill / council rent book **
- state pension book
- national identity card with address*
- driver's license with address*
- university certificate for hall of residence (stamped and signed by institution)
- home office permit to stay
- TV licence
- home insurance policy
- pay slips (where employer's and employee's addresses are stated)
- student loans company LEA/SAAS award letter
- NHS health card
- Pension / Benefit Agency / Family credit letter statement
- tenancy agreement