



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"/> From an internet search <input type="checkbox"/> From another archive <input type="checkbox"/> The National Archives <input type="checkbox"/> Personal recommendation <input type="checkbox"/> Tate Etc <input type="checkbox"/> From my university/college <input type="checkbox"/> COPAC <input type="checkbox"/> WorldCat <input type="checkbox"/>	Artist <input type="checkbox"/> Student BA <input type="checkbox"/> Curator <input type="checkbox"/> Student MA <input type="checkbox"/> Lecturer <input type="checkbox"/> Commercial Researcher <input type="checkbox"/> PhD <input type="checkbox"/> Private Researcher <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to obtain the copyright holder's permission for the publication or reproduction of all materials, published or unpublished.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"/> Passport <input type="checkbox"/> British Library Reader's Ticket <input type="checkbox"/> Photographic student ID card <input type="checkbox"/> Photographic workplace ID card <input type="checkbox"/> Blue Badge parking permit <input type="checkbox"/> National ID card* <input type="checkbox"/> Driver's licence (photo)* <input type="checkbox"/>	Utility Bill ** <input type="checkbox"/> Bank Statement / Credit Card Statement ** <input type="checkbox"/> Council Tax Bill ** <input type="checkbox"/> HM Revenue Statement <input type="checkbox"/> State Pension Book <input type="checkbox"/> Uni cert. for accommodation (stamped) <input type="checkbox"/> National ID card (*not as both ID & Address) <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
- 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 – please email: reading.rooms@tate.org.uk

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 and Archive, Library Special Collections and Public Records. Advanced appointments are required for the Archive, Library Special Collections and Public Records.

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

Photographic ID

These must be original documents

- 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

You must provide an original document or printout, or show us your online proof of address via your own device (smartphone, tablet or laptop). An online proof of address must have been provided to you in this format by the issuing body or organisation.

- utility bill (gas, electricity, telephone, water) **
- bank / building society statement **
- credit card statement **
** These documents must be dated within the last three months (whether online or hardcopy)
- council tax bill / council rent book
- state pension book
- national identity card with address*
- driver's licence 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