# NEW READER REGISTRATION FORM

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**If DMU member please circle faculty**<br>ADH        BAL        HLS        TECHNOLOGY        PROF. SERVICES<br>School:  

**Name of organisation (if not DMU)**

**How did you hear about Special Collections?**<br>Leaflet/newsletter  Social media  Module/course handbook  Reference in publication  Online search  Archives Hub  Tutor/lecturer

**I am a:**

- School/College student
- Undergraduate student
- Masters student
- PhD student
- Academic/Lecturer
- Private researcher
- Professional researcher
- Alumni of DMU or predecessors

**I am researching for:**

- Book / Article / Publication
- PhD thesis
- Undergraduate coursework
- Postgraduate coursework or dissertation
- Family history / personal memories
- Media (TV or radio)
- Exhibition
- Local history

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The information on this form is requested to ensure the security of the collections, to collate usage statistics and to enable us to understand our readership so that we can provide an effective service. Information is entered into a database in order to generate anonymised statistics. Both paper and electronic copies are held securely and will not be shared with a third party.

I consent to my data being used in the manner described above:  

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Would you like to receive a copy of the Special Collections newsletter, published termly?  

- Yes, please send a paper copy:  
- Yes, please send an electronic copy:  
- No, thank you  

Would you like to receive emails relating to heritage events organised by Special Collections?  

- Yes, please  
- No, thank you  

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Reading Room Code of Conduct

- New users must complete a registration form on their first visit
- By signing the registration form users agree to abide by this code of conduct at this and all future visits
- Coats and bags must be stored in such a way that they will not hinder other users and must not be kept on top of the research desks. Lockers are provided
- Users should request items using the order slips provided. If a large amount of material has been ordered it will not be brought all at once.
- Documents, publications, artworks and artefacts must not be removed from the reading room
- Care must be taken when handling documents. Users are asked to ensure they have clean hands. Book rests and lead weights are available
- Users must write in pencil only. Power points are available for laptops
- Users must not eat or drink at the research desks
- Photographs may be taken within copyright guidelines and for personal research use only. Users must complete a reprographics form. If users wish to use photographs in a publication they must make a request in writing
- Users are asked to be mindful of health and safety and to follow staff instructions in case of emergency evacuation

_I have read and agree to follow the code of conduct of DMU Special Collections on this and all subsequent visits:_

Signed        Date

(Office Use Only) Reader Registration Number:          Photographic ID seen? ☐