BE INSPIRED
THE UNIVERSITY LIBRARY

Library Use Only

EXTERNAL USER APPLICATION FORM

PLEASE COMPLETE ALL BOXES IN BLOCK CAPITALS

SURNAME (Family name)	FIRST NAMES	TITLE
UNIVERSITY / DEPARTMENT	POST/JOB TITLE/COURSE	
HOME ADDRESS (Permanent Address or Overseas Address) POST CODE		
TERM TIME ADDRESS / LEEDS ADDRESS (if different from above) POST CODE		
EMAIL ADDRESS		

LENGTH OF CONTRACT/COURSE	TERMINATING DATE OF CONTRACT/COURSE	FULL TIME/PART TIME

COPYRIGHT AGREEMENT - PLEASE READ & SIGN BELOW

I agree that my usage of any electronic resources and services made available to me by Leeds University Library are subject to the following conditions:

1. I will ensure that all the requirements of the agreements, contracts and licences under which the resource is held or provided by the Library will be maintained.
2. I will adhere to the regulations governing the use of any service involved in the provision of access to the resource whether these services are controlled by the Library, the University or some other organisation.
3. I will not remove or alter the Copyright Statements on any copy of or output from resources used by me.
4. I will ensure the Security and Confidentiality of any copy released to me, and will not make any further copies from it or knowingly permit others to do so, unless permitted to do so under the relevant licence.

PLEASE TURN OVER

UNIVERSITY OF LEEDS

COPYRIGHT AGREEMENT (CONTINUED) - PLEASE READ & SIGN BELOW

5. I will use the resource only for purposes defined, and only on computer systems covered, by the agreement, contract or licence.
6. I will only incorporate the resource, or part thereof, in any work, program or article produced by me, where this is permitted by the licence or by "Fair Dealing".
7. I will only incorporate some part or version of the resource in any work produced by me with the express permission of the Licensor or unless this is permitted under the Agreement.
8. I will not reverse, engineer or decompile the software products or attempt to do so unless this is explicitly permitted within the terms of the Agreement for the use of the resource.

LIBRARY REGULATIONS AND DATA PROTECTION

- I have read the Library Regulations and undertake to observe them as set on the Library's website at: http://library.leeds.ac.uk/regulations
- I understand that the University of Leeds reserves its right to take legal action against individuals who cause it to be involved in legal proceedings as a result of violation of its licensing agreements.
- I understand that I am responsible for notifying the Library of any change of department or address and am deemed to have received Library notices sent to the correspondence address on my Library record.
- I consent to the University of Leeds processing my personal data for the purposes of administering my membership and use of the University Library. I recognise that this data will be retained while I am a registered member of the Library and for up to 12 months afterwards. If my entitlement to use the Library is because I am a student, employee or member of another organisation, I understand that details of my identity and the amount of use I make of any library services (but not details of material consulted) may be passed to that organisation for the purposes of monitoring the use of the University Library by its students, employees or members. If at any time I wish to withdraw such consent or have any queries relating to the use of my personal data I may contact the Library's Data Protection Co-ordinator.

IN CASE OF EMERGENCY

If you hear the fire alarm, evacuate the building quickly by the nearest Fire Exit. These are situated on all floors and clearly sign posted. Treat all activations of the fire alarm as actual fire events.
DO NOT USE THE LIFTS.
The system is automatic and will raise the alarm at the Fire Service and University Security Office. If you notice smoke or flames at any time then use one of the red "break glass" units to activate the system and evacuate the building.
If you are unable to use the stairwell, due to physical difficulties, then you should remain in one of the Refuge Areas and await assistance. There is an intercom in each Refuge Area with direct contact to the Security Office.
Do not re-enter the building until you are told it is safe to do so. Do not go back anywhere in the building to collect any items that may have been left behind..

If you are involved in an accident then you should, if able, make your way to the Reception Desk where treatment can be arranged. All accidents or near misses should be reported to the Reception Desk so that appropriate action can be taken.

Signature	**Date**

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INITIALS	BARCODE NUMBER	P TYPE	STAT	MAIL CODE	EXPIRY DATE