**MEMBERSHIP APPLICATION FORM FOR INSTITUTIONS**

This form has been made available in Word format to enable you to use as much space as you require for each question. Please refer to the ‘Guidance for completion’.

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| --- | --- | --- |
|  **1.** | **Institution** |  |
|  **2.** | **Founded** |  |
|  **3.** | **Address** |  |
|  **4.** | **Telephone** |  |
|  **5.** | **Email**  |  |
|  **6.** | **Website** |  |
|  **7.** | **Contact (Title/Name/Position)** |  |
|  **8.** |  **Email/Telephone** |  |
|  **9.** | **Opening Hours** |  |
| **10.** | **Membership details** |  |
| **11** | **Access** |  |
| **12** | **Activities** |  |
| **13** | **Catering/Refreshments** |  |
| **14** | **Background information**  |  |
| ***15*** | **Collections** |  |
| ***16*** | **Building** |  |
| ***17*** | **Status** |  |
| ***18*** | **How did you hear about us?** |  |

**Guidance for completion**

 1. to 6. General information

 7. and 8. This is the name of the person (normally the person responsible for the management of the Collection) with whom we will communicate on general ILA matters and will be used only by the ILA Committee unless permission is given, on request, to share this information.

 9. General information.

10. Terms and rates of subscriptions/fees for categories of membership and benefits received.

11. Give details of how researchers and the general public may access the library and any applicable costs. Also give details of any reciprocal arrangements or benefits you would offer to members of the ILA libraries. Please also state what, if any, disabled access you have in place.

12. Let us know of any exhibition or events programmes, outreach activities and public facing initiatives.

13. Give details of any catering arrangements you offer – e.g. lunch or café areas, if these are available to the public, or simply self-serve facilities for members and guests only.

14. to 16. This information is also required for our Website and Directory so please provide a concise but clear account of your library’s history, building and collection. The ILA Website entry will link to your own website but if you do not presently have a website this is an opportunity to make the public more aware of your institution.

17. Please state your Charity and/or Company number or other registration.

18. To help us determine our reach please state where you heard about the ILA, including if you were approached by a representative of the Association.

**Please submit completed form (by email or post) with a copy of your Constitution and your most recent Accounts to::**

Ms Kay Easson, Librarian, Newcastle Literary & Philosophical Society, 23 Westgate Rd, Newcastle upon Tyne NE1 1SE. (keasson@litandphil.org.uk)

If you have not included your subscription payment with your application this will be requested upon receipt and formal approval of your application by the Committee of the ILA.

**SUBSCRIPTION RATES for the year from 1st April to 31st March**

|  |  |
| --- | --- |
| Full Membership (UK, Ireland and Channel Islands | £60.00  |
| Concessionary Rate | £30.00\* |
| Affiliate or Overseas membership | £20.00 |
| Individual Supporter \*\* | £10.00 |

\* Concessions are available to Institutions, depending on circumstances, on application to the Committee.

\*\* Individual Supporters will receive any news of conferences, seminars and workshops but must contact, beforehand, any institution they may wish to visit to enquire about availability of access.