



Law Library – Commercial User Application

Please complete this form in BLOCK CAPITALS and send it with payment to:

Manager / Librarian

Institute of Law

Law House

1 Seale Street

St Helier, Jersey

JE2 3QG

Any enquiry regarding this application should be made on Tel: +44 (0)1534 826060

Section 1: Personal details

Surname

Forename(s)

Title

Address

Telephone Number:

Occupation / Post Held

Employer / Institution

Section 2: Period of admission

Personal access to the Library for a period of:

One Day @ £10 Date of visit: _____

One Week @ £40 Period of visit: _____

Section 3: Payment enclosed

Fee enclosed: £ _____

Date _____

Payment by sterling cheque should be made payable to **Institute of Law**.

Section 4: Special Needs Support

Please indicate here if you have special needs or a disability and would like additional support to use the Library:

Section 5: Undertakings

1. I undertake to abide by the Library Regulations, as follows:
 - a. The core hours for access by commercial users is between 10 am and 4 pm from Monday to Friday;
 - b. Commercial users will only be able to access the Library when a member of staff is on-site;
 - c. All commercial users will leave the premises when asked to do so by a member of staff; and
 - d. Commercial users are admitted at the discretion of the Librarian or Assistant Librarian.
2. I undertake to observe the provisions of current copyright law and any other copyright restrictions. All photocopies will be paid for before departure.
3. I understand that some electronic information services are only available for academic use.
4. I agree for the personal details on this form to be stored on a database whilst the data is needed for library administration and to collect anonymised admission statistics.

Signed

Date
