

# Libraries & Archives

LIBRARY AND INFORMATION SERVICES

MEMBERSHIP APPLICATION (ADULT)

PLEASE COMPLETE  
USING BLOCK CAPITALS

PLEASE COMPLETE ALL SECTIONS: FIELDS MARKED\* ARE REQUIRED

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other	Surname*
Forenames*	
Date of birth*	Gender* Male <input type="checkbox"/> Female <input type="checkbox"/>
Address Line 1*	
Address Line 2*	
Town*	Postcode*
Telephone*	Mobile
Email <input type="text"/>	
Please tick any that apply: Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Aged 60 + over <input type="checkbox"/>	
Do you agree to being contacted by email for:	
Courtesy Notices/Reservations	<input type="checkbox"/>
Events/Activities	<input type="checkbox"/>
I prefer not to be contacted by e mail	<input type="checkbox"/>

## NATIONAL ENTITLEMENT CARD

Are you an existing NEC card holder? e.g. Bus Pass, Young Scot Yes  No

If yes please provide your card number.....

**Consent to Share Data:**  
Live Borders, as an NEC administrator, will share your personal details with employees of Scottish Borders Council, agencies including the Police, the Scottish Government and their agencies and other Scottish Councils. \*\*

\*\*Do you consent to your data being shared? Yes  No

The sharing of information with other organisations is governed by our data protection policy. Details about our data protection policy can be found on: [www.liveborders.org.uk/legal\(1\)/freedom\\_of\\_information](http://www.liveborders.org.uk/legal(1)/freedom_of_information)

If you require further information please contact the Data Protection Officer, Live Borders, Melrose Road, Galashiels, TD1 2DU



To enable us to process your application, please provide 1 piece of evidence from each of the following categories: N.B. You cannot use the same piece for evidence for both ID and residence.

**PROOF OF ID AND/OR AGE**

**STAFF USE**

Council issued document	
Validated Young Scot application form	
NHS Medical card	
Birth (unless name changed), adoption, marriage or divorce certificate	
Current Driving Licence	
DWP Letter of pension/disability/benefit entitlement	
Current Passport	
SEEMIS or other Education Management Information System	
Young Scot, Bus Pass or other PASS hologrammed card	
Official government documentation e.g. asylum registration	

**PROOF OF RESIDENCE**

**STAFF USE**

Current Council issued document	
Current Housing Association/ care or residential home correspondence	
Current Television Licence	
Current Utility Bill (excluding mobile phone)	
Current correspondence from government department e.g DWP, HMRC etc	
Current correspondence from school, FE College or University	
Current bank/ building society / credit card statement	
Current Correspondence from an Occupational Pension	
Validated Young Scott application form	

**Please check the details you have provided are correct, read the terms and conditions below, then sign and date this form.**

**NEC Terms and Conditions**

We will check your personal details are accurate, the documents that are acceptable are listed above. We will scan and store your information and photograph electronically. Your smartcard will have your photograph and Unique Account Number. All documents relating to your application for a National Entitlement Card (NEC) will be dealt in line with the Data Protection Act (1988). Scottish Councils will administer the scheme along with the products and services to which you are entitled. (Live Borders administers this scheme for Scottish Borders Council)

- I accept the Terms and Conditions upon which my card is issued.
- I confirm that as far as I know, the details provided are complete and accurate.
- I understand that you may take action against me if I provide false information or misuse services.
- I understand that I must promptly inform my local authority of any changes that may affect my service entitlement.

I also agree to abide by Live Borders Library and Information Services Management Rules and Acceptable Use Policy.

A copy of Live Borders Library and Information Services Management Rules and Acceptable Use Policy are available in all libraries and are available to view online at [www.liveborders.org.uk/libraries\\_and\\_archives/libraries](http://www.liveborders.org.uk/libraries_and_archives/libraries)

Signed \*  Date \*

Staff Use:

Library:

Action	Staff Initials	Date	Notes
Authorised			
V-Smart Air			
NEC			

