

Research Study Space Booking Form

Membership No. (located at the back of your library card)

Full Name*

Email

Contact number

*The personal data you provide us will be handled in accordance with Iniva's Privacy Policy (<https://www.iniva.org/shop/privacy-and-returns-policy/>). We use this form as an audit tool to record that the items requested for study have been retrieved and returned in good order. By completing this form you agree that this form will be kept on file for one year before it is securely disposed of.

Preferred date(s) of visit**		
Preferred time of visit <small>N.B. Saturday (10am-4pm) only</small>	Morning (10am-12pm)	Indicate (x)
	Afternoon (2pm-5pm)	<input type="checkbox"/>
	All day (10am-5pm)	<input type="checkbox"/>
Number of people	Individual	<input type="checkbox"/>
	Group visit (up to 8 individuals) Email the list of names with this booking form	<input type="checkbox"/>

**We recommend that you contact us at least 2 weeks before the date you wish to visit otherwise it may be difficult to accommodate your request. We also strongly advise that you do not make special travel arrangements until we have confirmed the dates of your visit and you have received a confirmation email.

Reason for requesting individual or group research study space

Items requested for study**

Please let us know in advance items you would like to study, so we can help you plan your visit effectively. The Stuart Hall Library collection may be found on our online catalogue (<https://library.iniva.org/>). Use this resource to identify items you would like to study prior to arrival.

Title		Shelfmark/Identification no.		Retrieved (For official use only)
Total number of:	Books	Journals	AV	

**Please note that we may need to clarify or discuss items requested with you before being able to confirm your visit due to space considerations and for security purposes.

Request for archival material

The Stuart Hall Library archives are currently being listed. Any request for information or study of archival material held in the collection will be considered on a case-by-case basis by the Library and Archive Manager.

Additional support

If you are a deaf or disabled person and have specific access requirements or will need additional support to visit, please let us know.

Declaration

I declare that I have read and understood this booking form and the information I have provided.

Signature	Date
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Please send this completed form to Stuart Hall Library (library@iniva.org)