

A parent/guardian should complete both sides of this form for a young person under 16 years of age who wishes to use Live Borders Library Service.

**PLEASE COMPLETE ALL SECTIONS: FIELDS MARKED\* ARE REQUIRED**

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>	Surname*
Forenames*	
Date of birth*	Gender* Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Address Line 1*	
Address Line 2*	
Town*	Postcode*
Telephone*	Mobile
Does this young person have an existing NEC (Young Scot) card? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please provide card number <input type="text"/>	
Name of Parent / Guardian*	<input type="text"/>
Relationship to child	<input type="text"/>
Email address	<input type="text"/>
I agree to being contacted by email for: Events/Activities <input type="checkbox"/> Notices (reservations, overdues etc) <input type="checkbox"/>	

### Parent/Guardian Proof of Residence (Not required for S1 students)

### 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	

Address of Parent/Guardian (if different from above)\*

Address\*

Town\*  Postcode\*

Telephone\*



### Library membership, Computer and Internet Use

Children under the age of 16 who have a Young Scot Card can use the card as a library membership card in the High School Library and the Public Library, where different membership terms and conditions apply. If you are happy to use the public library service, please complete the section below.

Membership of Live Borders Library Service includes free access to the public access computers and the Internet. Internet access for junior members of the library is filtered. Please note that adult filtering rules apply to the wireless network.

I am the parent / guardian of\*

and I consent to his/her use of the following Computer and Internet facilities in Live Borders Libraries or Library Contact Centres

Please tick each facility that you agree can be used:

- Computer (must be ticked to allow access to the library catalogue)
- Internet access / Wi-Fi (note Wi-Fi uses adult website filtering rules)
- E-mail       Chat sites       Social Media (Facebook, Twitter etc)

- I have read the Live Borders Library & Information Services Acceptable Use Policy and undertake to ensure that the person for whom I am responsible will abide by the Library's Internet/ PC Acceptable Use Policy. A copy of Live Borders Library and Information Services Management Rules and Acceptable Use Policy are on display in all libraries and on the Live Borders Website.
- I agree to the person whom I am responsible using the facilities and services available in Live Borders Libraries, High School and Library Contact Centres
- I accept full responsibility for all items borrowed from the library by the person for whom I am responsible
- I agree that the person for whom I am responsible will abide by the Library Management Rules.
- I will notify the library of any change in the details given on this form

Signed\*

Date\*

### STAFF USE

Action	Staff Initials	Date	Notes/ Membership number
Authorised			
V-Smart Air			
NEC			

### DATA PROTECTIONS:

Please note that the information provided on this form will be processed by computer under the provisions of the DATA PROTECTION ACT 2018. This information will be used for the library purposes and maintaining a record of Computer and Public Internet Users.

This information may also be disclosed to the Police for the purposes of investigation and possible prosecution in the event of unlawful activities within the Live Borders libraries, Library Contact Centres and High School Libraries.

