

Academic Registry

Information Technology Services

Library Services

**Application to Access LJMU Facilities from a Member of Staff at a Collaborative Partner Institution**

Please write clearly and in capitals. Full details must be entered for registration to be completed.

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| --- | --- | --- | --- | --- | --- |
| Title: |       | Surname: |       | First Name: |       |
| *(This* ***MUST*** *be your full name as recorded legally)* |

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| --- | --- | --- | --- | --- | --- |
| Middle Names: |       | Known As:*(Preferred first name)* |       | Date of Birth: |       |

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| --- |
| Your Email Address: |
| Click or tap here to enter text. |
| Home Address: (including postcode) *(Mandatory – required to confirm identity)* |
| Click or tap here to enter text. |
| Name of Partner Institution: |
| Click or tap here to enter text. |
| Institution Address: *(Please include campus name, if applicable)* |
| Click or tap here to enter text. |
|  |



Click above to add ID photo

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| Position held at Institution: |
| Click or tap here to enter text. |
| LJMU Validated Programme(s): |
| Click or tap here to enter text. |
| I agree to abide by LJMU rules and regulations (If you don't have a digital signature, please print form and sign) |

Digital Signature:



|  |
| --- |
| Please select one of the options below to choose how to receive your new staff ID card: |
|  |
| I will collect my card from the following LJMU Library*(Please tick as appropriate)* | Aldham | Avril | Marsh |
|  |[ ] [ ] [ ]
| Please post my card to my Institution address*(Please tick as appropriate)* |[ ]

*Teaching and Administrative Staff*

Please send your applications, together with a photograph to:

Academic Registry, LJMU, 1st Floor, Exchange Station, Tithebarn Street, Liverpool, L2 2QP

Or email your application to collaborativeprovision@ljmu.ac.uk

***LJMU takes the security of your personal data very seriously, if you would like to know more about how and why we collect this data please review the*** [***Privacy Notice***](https://www.ljmu.ac.uk/legal/privacy-and-cookies/external-stakeholders-privacy-policy/collaborative-staff-privacy-notice) ***section of our website***