

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

Please complete all sections: fields marked\* are required

Title\*  Surname\*

Forenames \*

Date of Birth\*  Gender\* Male  Female

Address Line 1\*

Address Line 2

Town\*  Post code\*

Telephone\*

Does the young person have an existing NEC (Young Scot) card? Yes [  ] No [  ]

If yes please provide card number

Name of Parent / Guardian\*

Relationship to child  Preferred method of contact\* E-mail [  ] Letter [  ]

E-mail Address

**Parent/Guardian 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	

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

Address\*

Town\*  Post code\*

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 for the applicant to use the public library service, please complete the section below.

Membership of Scottish Borders Council 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 Scottish Borders Libraries.

Please tick each facility that you agree can be used:

- Computer (must be ticked to allow access to the catalogue)
- Internet access / Wi-Fi (Wi-Fi uses adult website filtering rules)
- E-mail
- Chat sites

I have read the Scottish Borders Council 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 Scottish Borders Council Library and Information Services Management Rules and Acceptable Use Policy are on display in all libraries and on the SBC Libraries Website.

I agree to the person for whom I am responsible using the facilities and services available in Scottish Borders Libraries (High School and Public)

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			
Vubis			
NEC			

**DATA PROTECTION:**

Please note that the information provided on this form will be processed by computer under the provisions of the DATA PROTECTION ACT 1998. This information will be used for 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 Scottish Borders libraries.