

NEW REGISTRATION SYSTEM

1 December 2006

Dear Friends

New registration system for users of Friends House Library

I am writing to tell you that from 2 January 2007 Friends House Library will be introducing a new registration system for library users.

We will continue welcoming Quakers and non-Quakers from all over the world who wish to use the Library, but as the range of our users continues to diversify and use of the library increases we need to introduce a better system of registration.

All library users

All library users will have to complete a registration form on their first visit. If you are not a member or attender of Britain Yearly Meeting (BYM) you will also need to produce formal proof of identification showing your permanent address. This can be a driver's licence, bank statement or a recent utilities bill. We are sorry but we will not be able to register you without such proof. The new registration system will also apply to existing library users, who will be asked to complete a form on their first visit after 2 January 2007.

Members and attenders of BYM

Members or attenders of BYM will also need to fill in a registration form, but won't need to show proof of address. We need to include BYM members/attenders in the registration system for statistical purposes and so that we have a complete picture of who our users are and why you use the library.

Where you can obtain a registration form

The registration form is available from the library desk, and will also be downloadable from the library pages of the BYM website www.quaker.org.uk/library. We are sorry but we cannot accept completed forms sent by email. You will need to print it out and bring the completed and signed form with you.

If you have any queries about the new registration system, then please do contact me.

In friendship,

Heather Rowland

Librarian

Library of the Religious Society of Friends in Britain

020 7663 1135

library@quaker.org.uk