



Southampton University Japanese Society Membership application form

Member: _____

Please complete in **BLOCK CAPITALS**

1	Surname	
	Forenames	
	Title	
2	Email address	
3	Address	
	Postcode	
	Tel (daytime)	
	Tel (evening)	
4	Do you belong to the university?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please answer below: Undergraduate student <input type="checkbox"/> , Postgraduate student <input type="checkbox"/> Staff <input type="checkbox"/> , Other <input type="checkbox"/> (please specify _____)
	Student/staff No:	
5	Are you on SUJaS mailing list?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, we will automatically subscribe you to SUJaS mailing list.
6	Now, please sign below and show Library Officer a proof of your address in UK (e.g. driving licence, bank statement, utility bills) together with £3.	
	Tick by Library	Address confirmed <input type="checkbox"/> £3 received <input type="checkbox"/>

Privacy policy: The SUJaS takes its obligations under the Data Protection Act 1998. The SUJaS does not pass on information to any third party.

Declaration by applicant:

I wish to become a member of the SUJaS. I hereby confirm the information I provided above is correct and agree to the terms & conditions (see text on the right).

Signed: _____ Date: _____

Received by: _____ Date: _____

Copy for member

Member: _____

Southampton University Japanese Society (SUJaS)

SUJaS Membership Terms & Conditions

(updated at 28 Oct 2009)

We may update these Terms and Conditions from time to time and any changes will be notified to you via the e-mail or via the www.sujas.org.uk

- Membership**
 - Membership of the Southampton University Japanese Society (SUJaS) is available to individuals.
 - Membership fees are £3 for 3 years. A membership card with unique ID number will be issued upon a receipt of the completed application form and correct membership fee. Membership is renewable upon request.
 - Membership cannot be cancelled during a period which has already been paid for. Membership will automatically terminate at the end of the period if not renewed.
 - Members who damage or lose their membership cards agree to pay a fee of £3 for the cost of replacement of their membership cards.
 - Membership is not transferrable to any other person.
 - Members are responsible for notifying any change of address and contact information to receive full services from the SUJaS.
- Services**
 - Members of the SUJaS are entitled to the use of the Library.
 - Members of the SUJaS are automatically subscribed to the society mailing list that can be unsubscribed by the individual member at any time.
 - Members of the SUJaS are entitled to receive discounts offered from sponsors and at events organised by the SUJaS. Further information of the discounts is available from the society website (www.sujas.org.uk).
- Library General**
 - Throughout this document, the term 'Library' means the library that is owned and organised by the SUJaS. The term 'users' means members who subscribed to the Southampton University Japanese Society (SUJaS) and hold personal membership cards issued by the SUJaS. The term 'book' means any book or other materials (CDs, DVDs, educational items) in the custody of the SUJaS.
 - The Library will send notices, including recall notices for books on loan, to the user's address known to the Library. It is the responsibility of users to notify the Library of any change of address for receipt of their library mail.
- Use of Library**
 - Library materials are for the personal use of the borrower only, and must not be passed on to any person, except with the special permission of the Librarian.
 - First-time library users are entitled to borrow 1 book only. After successful return of the borrowed book before the agreed date, library users are entitled to borrow up to 3 books at any time. All borrowed books must be returned by agreed dates (3 weeks from the issue date). Renewal of books is allowed only once (an extension of 3 weeks).
 - A library book on loan may be recalled by the SUJaS at any time, and the book must then be returned to the Library by the date specified on the recall notice, notwithstanding the date notified to the user at the time of issue or renewal.
 - Library users will be held responsible for caring for all library books issued to their library records. Users who fail to return books by the agreed date may be invoiced for the cost of replacement, and an administration charge, and their borrowing rights may be suspended. The cost of replacement will be charged to the user for unreasonable damage or loss of any library book.