



## Reader registration instructions

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### Reader registration information

Our archives and historical library collections are a unique resource for the study of the history of medicine and everyone is welcome to access them. The Library, archive and museum services department has a responsibility to safeguard these collections for future generations: to preserve and protect them from damage, theft, or any other potential cause of harm. We require research visitors to complete a reader registration form on their first visit. This is valid for 12 months.

### Required proof of identity and address

You must provide two forms of identification, proof of identity and proof of address.

### Photographic documents accepted as proof of identity

British library or other national research institution reader card

Driving licence, passport or national identity card\*

Green carbon counterpart of original form (if renewing address details only)

Staff pass (RCP staff)

### Documents accepted as proof of address

Recent bank statement, utility bill, HM Government documents\*\*

Driving licence or national identity card with photograph\*

RCP code (persons with an entry on the RCP database)\*\*

\*Can only be used as proof of either identity or address, not both

\*\* Screen/page showing address on formal authorised website of institution accepted, documents must not be older than six months

Please note: We require original documents; we cannot accept copies or faxes.

### Renewing your registration

You must renew your registration annually or when your permanent address changes. It is important that you retain your copy of the completed registration form and bring it with you on subsequent research visits.

### Privacy notice

When registration is renewed, the old form is confidentially disposed of. The most current completed registration forms for research visitors are retained permanently, for security and collection management reasons.