

**NATIONAL LIBRARY OF JAMAICA  
USER REGISTRATION FORM**

*This form is to be completed by persons 14 years and older*

**High School Students**

In order to complete the registration process Students not able to provide proof of age or grade (grade 10) are required to have the form signed and stamped by their schools.

..... School Stamp:  
Official Signature

**All Applicants**

Title (Mr., Miss, Mrs.) .....

Surname ..... First name .....

**Permanent Address**

Street .....Town/City .....

Postal Zone .....Parish/State .....

Country.....Email.....

Telephone (work).....(home) .....(mobile).....

Please indicate service provider  DIGICEL  LIME  CLARO Other.....

**Temporary/Local Address** if different from address given above.

Street .....

Town/City .....Postal Zone .....

Parish/State .....Country.....

Telephone.....Email.....

Occupation.....

Organization.....

Address .....Telephone.....

To help serve you better please indicate subjects to be researched in the National Library of Jamaica  
(Please indicate a maximum of 3)

- |                 |                      |                 |
|-----------------|----------------------|-----------------|
| 1. Archaeology  | 6. Government        | 11. Other ..... |
| 2. Architecture | 7. History - general | 12. Other ..... |
| 3. Education    | 8. History- Jamaican | 13. Other ..... |
| 4. Genealogy    | 9. Music             | 14. Other ..... |
| 5. Geography    | 10. Politics         | 15. Other ..... |

I declare that the information supplied on this form is true and I agree to observe the rules governing the use of the resources at the National Library of Jamaica. (See overleaf)

Date..... Signature.....

**For Official Use Only**

Identification presented	
Proof of Address	
NLJ ID Assigned	
Expiry Date	
Staff Signature:	Date:

Please indicate if the user has any of the following disabilities:

- legally blind  visually impaired  hearing impaired  physically disabled

## Rules Governing the Use of the National Library of Jamaica

1. Users of the library must be 14 years and older or in or above grade 10.
2. All users are required to register. This includes signing the user access agreement form.
3. All users are required to present a user card issued by the NLJ in order to gain access to the Resources. (Replacement cards cost \$100).
4. Users are required to complete request slips in full.
5. Users are not allowed to remove material from a reading room without permission from the library staff.
6. Only pencils, one notebook and laptop are allowed in the Reading Rooms.
7. No printed material including personal textbooks, newspapers, or magazines is to be taken into the reading room
8. Users are required to leave all bags including but not limited to handbags, briefcases, laptop cases, plastic bags, pencil cases or camera cases. They must be left in the lockers provided
9. Personal folders are not to be taken into the reading room
10. Before leaving the Library, readers must return all items issued to the circulation desk.
11. Readers are responsible to safekeeping of materials at all times when they are in their use and possession.
12. No reader may pass materials issued in his or her name to another person.

### Security Procedures

In order to fulfill the library's responsibility for securing materials, library staff are authorized:

1. To check the possessions of all persons that were allowed in the Reading Room as they leave the reading rooms. Readers must comply with requests for inspection.
2. To request to see the identification of any person in the library.
3. To question any person if it appears that library regulations are being violated.
4. To ask any person who violate library regulations to leave the reading rooms.