

ORGANISATION MEMBERSHIP RENEWAL FORM 2017

Please check all the details below are correct and return the form with payment.

Please make any changes on the form.

Section 1 - Organisation Details

Name of organisation:	
Main address: <i>(where organisation copy of literature will be sent)</i>	
Postcode:	Country:
Main phone number:	
Head of Service/Department name:	
Email address:	
Telephone number:	

Please tick here if the Head of Service/Department is happy for CILIP to contact them about our products and services
(membership, events, training, publications)

Section 2 - Your subscription

Membership Subscription:	£
Payment for additional representatives (if applicable):	£
Payment for additional special interest groups (if applicable):	£
Amount due:	£

See overleaf for membership categories and payment options.

Section 4 - Your Representatives

Your current representatives are: *(if you need to make changes please mark this on the form or a separate sheet if necessary)*

Please continue overleaf..

Section 4 - Method of payment

Please select **ONE** of the following payment options:

- a) **Cheque:** I enclose a cheque made payable to CILIP
- b) **BACS payment:** I have arranged a BACS payment to CILIP, Bank of Scotland, Edinburgh
Sort code: 12-20-29 Account No. 00278368 (please ensure that the amount transferred is enough to cover any bank charges)
- c) **Invoice my employer for the full amount.** Please complete both email and address fields **and Purchase order number if required by your Finance Department.** (Payment must be made within 30 days of the date of the invoice or your membership will be suspended).

Email invoice to:	Purchase order number:
Address invoice to: Name:	Address:
	Postcode:

- d) **Credit/debit card:** Debit my VISA MasterCard or Maestro card
- Card number:

Name on card:

Expiry date: / / Start date: / / Issue number (Maestro cards only):

Card Security Code (last 3 digits on signature panel)

I sign this membership application on behalf of my organisation and authorise payment of the amount stated above.
I understand that this is not a personal membership.

Signed: _____ Date: / /

Name:

Position:

Contact phone number:

Section 5 - Membership categories

Your organisation's library and information service budget determines your membership category and rate. Your budget should include staff, premises and materials. You can nominate a number of named representatives who are entitled to receive benefits on behalf of the organisation*. The number of representatives varies according to membership category. **You can purchase additional representatives (above the number included in the membership) for £237 each. To purchase additional representatives add their full name, position, postal address, email address, date of birth (optional) and choice of special interest groups to Section 3 overleaf. Don't forget to add payment for additional representatives in Section 2.**

1) Extra large organisation - with a budget in excess of £3,000,000 p.a.	4 named representatives	Annual subscription	£950
2) Large organisation - with a budget of £1,000,000 to £3,000,000 p.a.	3 named representatives	Annual subscription	£795
3) Medium organisation - with a budget of £100,000 - £1,000,000 p.a.	2 named representatives	Annual subscription	£500
4) Small organisation - with a budget of less than £100,000 p.a.	2 named representatives	Annual subscription	£295
5) Overseas subscription - For organisations located outside the UK, Isle of Man and Channel Islands.	2 named representatives	Annual subscription	£195

*Representatives are entitled to receive a select number of benefits including publications and membership of special interest groups. They are not entitled to be included on the register of qualified practitioners, to vote in elections, or hold office.

For more information about Organisation Membership go to www.cilip.org.uk/cilip/membership/organisation-membership

Section 6 - Special Interest Groups

You are entitled to two free groups per representative. Membership of additional Groups costs £10 each. Please amend or add membership of Groups as necessary in section 3 overleaf using the codes below. Please note that we are not able to allocate all or part of a representative's entitlement to another representative.

S	Academic & Research Libraries Group	M	Local Studies Group
D	Cataloguing & Indexing Group	B	Multimedia Information & Technology Group
I	Commercial, Legal & Scientific Information Group	X	Patent & Trade Mark Group
F	Community, Diversity & Equality Group	W	Prison Libraries Group
H	Government Information Group	AC	Public & Mobile Libraries Group
N	Health Libraries Group	V	Publicity & Public Relations Group
AB	Information Literacy Group	P	Rare Books & Special Collections Group
J	International Library & Information Group	RMG	Retired Members' Group*
AD	Knowledge and Information Management Group*	R	School Libraries Group
L	Library & Information History Group	Y	UK e-Information Group
U	Library & Information Research Group	T	Youth Libraries Group

*The Retired Members' Guild has now become the Retired Members' Group and we have created a dedicated Knowledge and Information Management Special Interest Group (KIMG) from 2017. Membership of the Retired Members' Group and the Knowledge and Information Management Group is complimentary until 2019 if you wish to join these groups.

Please return your form and payment (if applicable) to: **Membership, CILIP, 7 Ridgmount Street, London, WC1E 7AE**
Telephone: +44 (0)20 7255 0600 Fax: +44 (0)20 7255 0501 Email: membership@cilip.org.uk