

New Staff Registration

New staff members should complete Section A of this form, print it out and obtain Section B authorisation before presenting it to the General Enquiry Desk, City Campus Library or the Circulation Desk, Coach Lane Library. Please remember to inform us of any change of address.

Section A - Personal details

First Name

Last Name

Home Address

University email

I agree to abide by the Library regulations

Signature:

Section B - Departmental details

Department/School:

Contract details (tick as appropriate):

Full Time Part Time

Permanent Temporary - please enter expiry date

Department stamp and signature of Head of Department

Once you have printed out the form please [click here](#)