

Instruction to your bank or Building Society to pay DIRECT DEBIT

Bank or Building Society:

.....

Address:

.....

..... Postcode:

Originators Identification No. 845007

Please return the completed form to
Society of Genealogists, 14 Charterhouse
Buildings, Goswell Road, EC1M 7BA



**Name & full postal address of your
Bank or Building Society branch**

Branch sort code: - -

(from the top right hand corner of your cheque)

Name(s) of account holder(s):

Bank or Building Society account number:

Instruction to your Bank or Building Society

Please pay the Society of Genealogists Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the Society of Genealogists and, if so, details will be passed electronically to my Bank/ Building Society.

Signature Date

FOR COMPLETION BY SOG

MEMBERSHIP / REFERENCE NUMBER

First collection
(month/year) ____ / ____

THE DIRECT DEBIT GUARANTEE This guarantee should be detached and retained by the Payer



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
 - If there are any changes to the amount, date or frequency of your Direct Debit the Society of Genealogists will notify you thirty working days in advance of your account being debited or as otherwise agreed.
 - If you request the Society of Genealogists to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
 - If an error is made in the payment of your Direct Debit by the Society of Genealogists or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when the Society of Genealogists asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

RULES OF THE SOCIETY

Library Opening Hours - The Library is open from Tuesday through to Saturday from 10am to 6pm and from 10am to 8pm on Thursdays. It is closed on Mondays and Bank Holidays. Please note that the Library is always closed for stocktaking during the first full week in January. **Passes** - All people on the premises (except for those visiting the shop) must wear and clearly display their membership card, day search ticket, event ticket or visitor's pass, as appropriate. Before purchasing day search tickets, non-members must give details of their name and address. **Bags, Cases, etc.** - In order to safeguard the Society's unique collection of material from unauthorised removal, bags, brief cases and other containers (except small handbags) may not be taken into the Library. They can be left in the lockers in the cloakroom (together with coats and other items), but the Society does not accept liability for loss or damage to any items deposited there. In the event of disagreement whether or not a bag is small enough to be taken into the Library, the decision of the Librarian (or in her absence the senior member of staff present) shall be final. Similarly, all staff have the right to inspect files, papers and other possessions taken into and from the Library. No sharp objects (knives, scalpels and scissors etc.) must be taken into the Library. **Animals** - No animal may be brought into the premises. Except guide dogs. **Mobile Phones** - These may NOT be used in the Library or during lectures and courses. **Computers** - Laptop, note book and hand held computers may be used in the Library provided that the sound is switched off (mute mode). If an external power supply is needed, the agreement of the library staff should be obtained. **Common Room** - The common room is intended for social purposes and items placed there by the Society may be read there. None other of the Society's books, documents or any other material may be taken there. It is not intended as a work room, and no work may be done there without permission. The common room may not be used by professional genealogists for interviewing clients. **Refreshments** - Food and drink may not be consumed in any part of the premises except in the common room. Those using the facilities provided are asked to keep them tidy and, where shown, to make specified payments. **Smoking** - This is not allowed in any part of the premises. **Guests** - Members may bring a guest into the premises, having obtained a visitor's pass at reception. Guests must remain in the company of the member and may not conduct research either on their own behalf or assisting the member (unless they have first purchased a day search ticket). A member must not bring more than one guest at a time (nor any guest under the age of 12 years) without the consent of the Librarian. **Exclusion from Premises** - Any person may be refused admission to the premises or, if already

on the premises, may be required to leave at the request of the Director, Librarian or senior staff member present. Such action will be reported to the Chairman of the Executive Committee at the earliest opportunity. **Re-shelving Books, Documents and Microfilms** - All books, documents and microfilms must be returned to the appropriate shelf or cabinet after use. No books or documents may be taken from one room to another (or out of the premises) without the consent of the Librarian. **Library Loans** - Many items in the Library may be borrowed but only by members and subject to these conditions. Breach of these rules may lead to the member's privilege of borrowing being withdrawn. The Librarian's decision on whether an item can be borrowed is final, but the following may not be borrowed unless the Society holds a duplicate: manuscripts and typescripts, bound tracts, directories and poll books, peerages and landed gentry, school registers, visitations, Harleian Society and British Record Society publications, alumni, marriage licences, London parish registers, wills, standard reference works (e.g. Papworth, Marshall), emigrant lists, periodicals, items on loan to the Society, material over 100 years old, items marked 'not available for loan' and 'fragile items'. A member resident in the United Kingdom may not have more than 4 items on loan at one time. All borrowed items must remain in the personal possession of the member and not taken or sent overseas. Borrowed items must be returned to the Library within 2 weeks after loan (or 1 week for parish registers). Overdue items will incur a fine. Members must take items to be borrowed in person to the Middle Library and sign a loan slip that will be returned when the item is returned. Items may be borrowed by post if the member gives full details of the item and meets the cost of postage and packing. Items returned by post must be very well packed and sent by special delivery. The member borrowing an item is responsible for damage or loss to the item while on loan or in transit and must meet any consequential costs including repair and rebinding. **Copying** - Photocopying facilities are normally available. Anyone making a photocopy or printout on the Society's equipment (or who requests one by post) thereby agrees to indemnify the Society fully for any claims against the Society by the copyright owner. Copying in any form must comply with the law regarding copyright. Fragile items may not be copied and the Librarian's decision on the question is final. Copying charges will be set from time to time and, if not paid automatically at the machine, must be paid at the nearest enquiry desk. Transcripts of parish registers, monumental inscriptions or similar records, in the manuscript or typescripts collections may only be copied in compliance with specific rules, which can be obtained from the Librarian.