



Postal Loan Request Form

Please complete this form to request a postal loan and email the form to library@rcseng.ac.uk. This form is an editable pdf. The form must be saved onto your own (local) device **before** you edit.

Personal details	
Name:	
Delivery address:	
Email address:	
Membership number	

Book details	
Author:	
Title:	
Publication year / Edition	
Class mark	

Author:	
Title:	
Publication year / Edition	
Class mark	

Costs

- There will be a charge of £5.00 per book and borrowers will be responsible for the cost of the return postage to us.

By using this service you are agreeing to the terms and conditions:

- We reserve the right to decline to post books if they are too fragile, large or heavy to post safely. Items will only be posted to addresses in the UK.
- The due date for the book will be clearly marked on the date-label inside the book. Please ensure the book is returned on time.
- Books can be borrowed for one or four weeks and be renewed up to three times providing they have not been requested by another user.
- We recommend that you ask for proof of posting or use a registered or recorded delivery, in case of any delivery problems.

What we do with your data:

The information that you have provided on this form will be handled in accordance with the General Data Protection Regulation (GDPR), and will not be used for any other purpose, unless consent has been received for other uses.

Payment details	
Credit or Debit card number:	
Issue Number (debit cards):	
Expiry date:	
Security card number: (the 3 digit code on the back of your card)	

We accept most credit/debit cards with the exception of American Express. We will not process the payment until we have posted the book.

What we do with your payment data:

The information that you have provided will be handled in accordance with the General Data Protection Regulation (GDPR), and will not be used for any other purpose, without your explicit consent.

Your payment card details will be handled in accordance with PCI DSS guidance, and will be processed at the Royal College of Surgeons of England. Once payment has been completed, these details will not be retained for any length of time. You will be notified of the outcome of the transaction, and the credit card information on this form will be securely destroyed.