

## **Affiliate Member Scheme – Terms & Conditions**

By applying for Affiliate Membership, you agree to be bound by these Terms and Conditions, and any successor Terms and Conditions which the Society's Council may issue from time to time.

In these Terms and Conditions, "you/r" refers to the Affiliate Member of the Society of Antiquaries (or applicant for such status), and "we" and "us" refers to the Society of Antiquaries of London.

### **General**

- Affiliates must be over 18 and proof of age may be requested.
- The Society reserves the right to refuse any application for Affiliate Membership. We also reserve the right not to fulfil or to cancel a Membership if you are found to be in breach of these terms and conditions.
- The Society reserves the right to vary benefits and costs of the Affiliate Membership scheme from time to time. You will be informed of any changes.
- Membership is for the named member(s) only and may not be transferred to another person. Members should remember to bring their Membership/Library card with them when they visit as we may not allow entry to our properties without your Membership/Library card. Proof of identity may be requested on presentation of your Membership/Library card.
- There will be a charge to reissue lost cards.
- Affiliates are expected to abide by the Society's standards of polite and respectful behaviour, and to recognise restrictions on access around the Society's Burlington House apartments as will be indicated. Affiliates are also expected to abide by Library and Collection regulations (see below). We reserve the right to refuse entry and/or membership and/or to revoke membership without refund if a member behaves in a threatening or abusive manner towards any person at the Society or its events, or damages or threatens to damage any of the collections or property of the Society or acts in a manner which could bring the Society into disrepute.
- In the event of an emergency evacuation, Affiliates must leave Burlington House as directed by staff.

### **Financial**

- Affiliates may choose to pay either annually or by monthly Direct Debit. If we are unable to obtain payment authorisation from the issuer of your card or from your bank, your membership will not be valid.
- You have a legal right to change your mind within 14 days of the date of application and to receive a refund of membership fees paid provided that you have not used any of the benefits of Affiliate Membership during that 14 day period. No refunds will be issued after this time.
- Affiliates may cancel their membership at any time but will not be refunded for any unused membership fee that has already been paid.
- If your annual membership subscription is paid by Direct Debit, we will automatically renew your membership after 12 months and collect the monies for the coming subscription period unless you notify us that you do not wish to renew your membership by the renewal date.

- If you are paying by monthly Direct Debit, we will continue to collect payment monthly unless you notify us that you wish to cancel your membership.
- If an error has been made in the payment of your Direct Debit by us or your bank/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 requested to do so by the Society.

### **Use of the Library and Collections**

- No food or drink may be taken into the Library or the Museum Room. Affiliates must follow instructions from staff regarding the handling of documents, printed materials and objects.
- It is usually possible to take reference photographs (without flash) **for private study only**. Permission to take photographs should be sought before your visit. The Society can provide high-quality photographs for publication purposes for a fee.
- There is no remote access to online resources through Affiliate Membership, such as journals. However, there is a terminal in the Library itself where these can be used.
- Permission to consult materials or take photographs for research purposes does not convey the right to reproduce or publish.
- The reproduction or publication of materials and objects belonging to the Society requires both copyright permission from the Society and payment of a fee or other costs, and an appropriate acknowledgement.
- Extensive quotation from archival documents with appropriate acknowledgement to the Society is allowed.
- Please note, **Burlington House closes annually in August and the Library will be closed to visitors**, but will continue to respond to enquiries and send postal loans, photocopying and scan requests.

### **Data Protection**

- When you apply for Affiliate Membership or while you remain an Affiliate, we will process your personal data to fulfil our membership services to you and for our own market research in accordance with Data Protection Regulations.

Registered Charity no. 207237

Privacy Policy: [sal.org.uk/global/your-privacy](http://sal.org.uk/global/your-privacy)

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