

British and Irish Sound Archives

Application for Membership

Please read the notes overleaf before completing and returning a copy of the form to:

Jonathan Draper, BISA Secretary, c/o Norfolk Record Office, The Archive Centre, Martineau Lane, Norwich, NR1 2DQ; e-mail jonathan.draper@norfolk.gov.uk; tel. 01603 222599; fax 01603 761885

Section A: Membership Category

Please indicate which membership category you are applying for by ticking the appropriate box. If you are applying for institutional membership (full or associate), complete section B of this form, if you are applying individual membership (full or associate), complete section C. Please note that employees of institutional members are welcome to apply for individual membership.

<input type="checkbox"/>	Full institutional. Shall be available to institutions, organisations, or corporations holding sound or audiovisual collections. That institution should designate an individual to represent them, who is then unable to hold full individual membership.	Please complete section B
<input type="checkbox"/>	Associate institutional. Shall be available to institutions, organisations, or corporations having a demonstrable interest in the stated purposes of BISA.	
<input type="checkbox"/>	Full individual. Shall be available to persons professionally engaged in the work of archives and other institutions which preserve sound or audiovisual documents; including persons retired from professional engagement. Full individual membership is not open to anyone representing a full institutional member.	Please complete section C
<input type="checkbox"/>	Associate individual. Shall be available to persons having a demonstrable interest in the stated purposes of BISA.	

Section B: Institutional Membership

Institution name	
Brief description of the institution's activities as they relate to audio archives	
Contact details	
Postal address	_____
Web address	_____
E-mail	_____
Telephone	_____
	Fax _____

Designated representative

Surname _____ Mr / Mrs / Miss / Ms / Other _____
First name _____
Contact Details (if different to those of the institution)
Postal address _____
E-mail _____
Telephone _____ Fax _____

Section C: Individual Membership

Surname _____ Mr / Mrs / Miss / Ms / Other _____
First name _____

Brief description of your activities as they relate to audio archives

Contact Details

Postal address _____
E-mail _____
Telephone _____ Fax _____

Section D: Declaration

I have read and acknowledge the notes overleaf.

Signed _____ Date _____

Notes

1. Personal data is held on a secure database in the UK.
2. By completing and returning this application form to the BISA Secretary, I acknowledge that BISA collects membership details for administrative purposes only and will retain that information for the duration of my membership of BISA, that BISA will comply with appropriate data protection legislation, that personal information will not be passed to any other person or organization, and enquiries regarding personal information held by BISA should be addressed to Jonathan Draper, the BISA Secretary, c/o Norfolk Record Office, The Archive Centre, Martineau Lane, Norwich, Norfolk, NR1 2DQ, United Kingdom.
3. The BISA website is being developed to include a directory of holders of sound archive material. When this development has been completed, BISA members will be invited *via* the JISCmail BISA list (<http://jiscmail.ac.uk/lists/BISA.html>) to enter details of their repository and its sound archive holdings on the BISA website.
4. Copies of the constitution are available from the Secretary of BISA and it is available on BISA's website.
5. The membership year runs from January to December.