**SHCG Membership Subscription Form**

Institutional

To join SHCG, please complete this form and send it:

by email to [membershipshcg@gmail.com](mailto:membershipshcg@gmail.com)

Institution Name:

Contact Name:

Address:

Email:

Type of membership (see guidance notes for further information):

|  |  |  |
| --- | --- | --- |
| Institutional membership (small/medium) | £48.00 |  |
| Institutional membership (large) | £60.00 |  |
| Institutional membership (international) | £50.00 |  |

Are you renewing your membership? ❑ Yes ❑ No

How did you find out about SHCG?

If you cease to be a member, your data is held for six years.

If you are an honorary life member, your data is held until we are notified otherwise.

Once the Membership Secretary has received your membership form, you will be sent SHCG’s supplier details for payment.**Guidance notes**

1. Institutional members must categorise themselves as small/medium or large based on their annual visitor numbers across all sites which are open to the public. These are defined as follows: Small/medium institutions are those receiving 0-50,000 visits per annum. Large institutions are those that receive over 50,000 visits per annum.
2. Small/medium institutions will receive one print and one digital copy of each publication, while large institutions will receive an extra print copy of each publication.
3. Universities and other institutional members which are not museums or open to visitors will be considered small/medium institutions for the purposes of determining their membership rate.
4. Institutions based outside the UK will be considered International Institutions, and receive the same membership benefits as small/medium institutions regardless of their annual visitor numbers.
5. By submitting this membership form, you agree to the personal data you have supplied to be held by SHCG to aid its provision of membership benefits. The data will be retained by SHCG for a period of six years after your membership ceases. The data is for the sole purposes of SHCG to ensure it provides the membership benefits expected of it and to further the objectives of the organisation. You have the right at any time to request and see the information SHCG holds on you and to request the removal of any or all personal data.