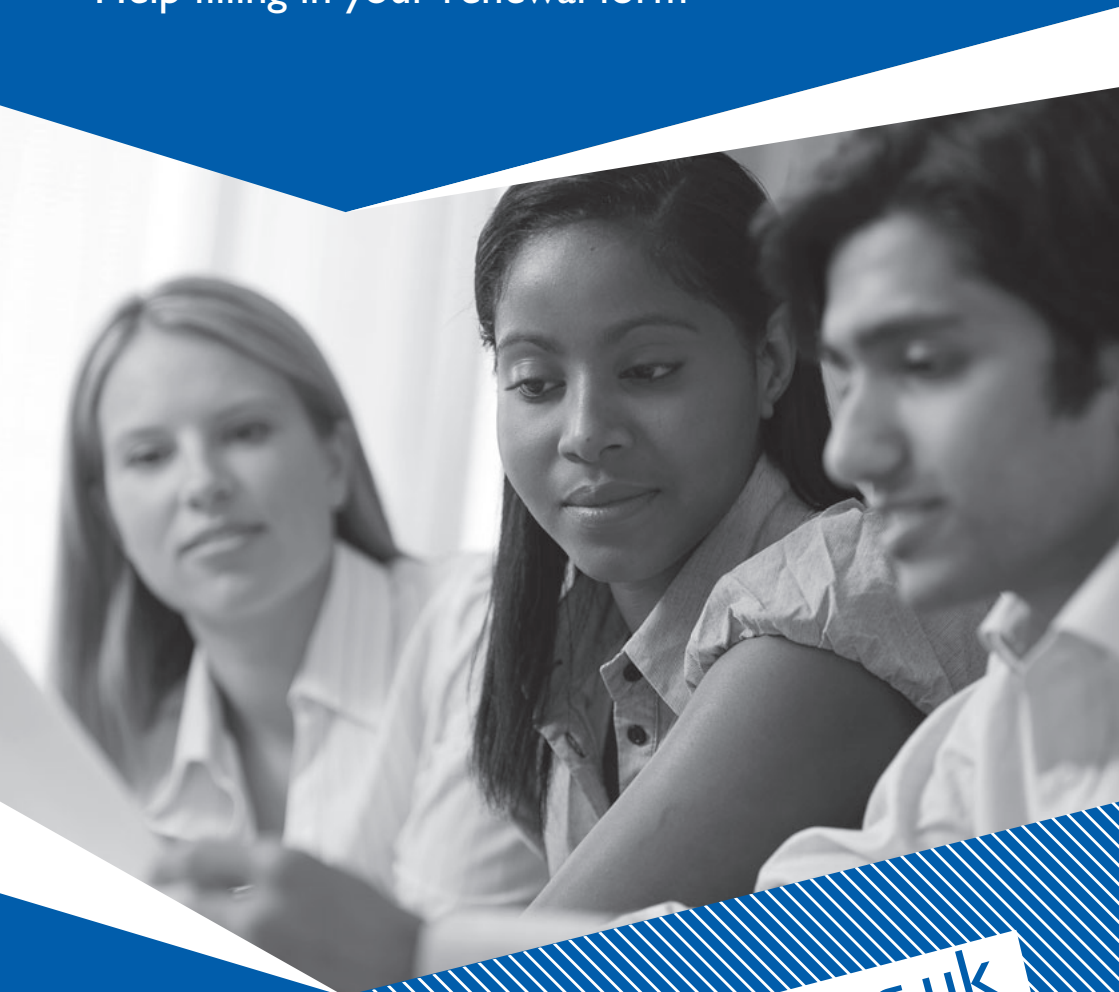


CILIP membership: an investment
in your professional future

cilip
Chartered Institute of
Library and Information
Professionals

About your membership

Help filling in your renewal form



www.cilip.org.uk

This leaflet will help you fill in the renewal form. If this does not answer your query please contact us, our contact details are on the back of this leaflet.

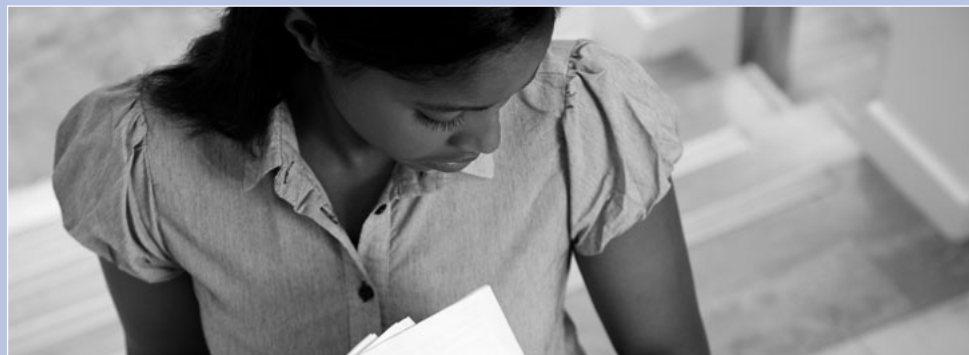
1) Membership categories and subscription rates

Rate Band	Earnings or Category	Subscription	Monthly Direct Debit payment (10 instalments)
T	More than £17,501	£194	£19.40
I	£14,001 to £17,500	£160	£16.00
J	£12,001 to £14,000	£130	£13.00
K	£10,001 to £12,000	£107	£10.70
L	£8,001 to £10,000	£79	£7.90
M	£5,001 to £8,000	£53	£5.30
N	Less than £5,001	£38	£3.80
O	Student members	£38	£3.80
Q	Unwaged members	Band N	£3.80
R	Retired members	£70	£7.00
OV	Overseas members	£70	

Life Members

Life Membership is open to retired members over the age of 60 with a total of 20 years in membership, of which the last 10 years should be continuous immediately before application.

Rate Band	Category	Subscription
LM	Life members	£575



2) Special Interest Groups

Membership of two Special Interest Groups is free of charge. Each additional Group costs £10. Please amend section 1 of the renewal form if you would like to change your Group membership. Find out more about Groups at www.cilip.org.uk/specialinterestgroups

Some Groups are in the process of merging – if two of your selected Groups merge, we will contact you about choosing a new Group to ensure your full entitlement.

AD	Aerospace & Defence
C	Branch & Mobile Libraries
A	Career Development
D	Cataloguing & Indexing
E	Colleges of Further & Higher Education
I	Commercial, Legal & Scientific Information
F	Community Services
Z	Diversity
G	Education Librarians
H	Government Information Group
N	Health Libraries
Q	Information Services
J	International Library & Information
L	Library & Information History
U	Library & Information Research
M	Local Studies
B	Multimedia Information & Technology
X	Patent & Trade Mark
K	Personnel, Training & Education
W	Prison Libraries
O	Public Libraries
V	Publicity & Public Relations
P	Rare Books & Special Collections

R	School Libraries
Y	UK e-Information
S	University, College & Research
T	Youth Libraries

3) Special notes for Overseas Members

Paying your subscription

If you have a VISA card, MasterCard or Eurocard, complete section 3 of the renewal form. Your account will be charged in your local currency. You may be able to pay through your bank, using a UK£ bank draft.

Overseas Members Special Fund

This Fund has been set up to help overseas members who may have difficulty in paying their subscriptions or for extra services such as *Update*. Add a contribution to the Fund, in section 2 of the renewal form.

4) Retired Members' Guild

If you have retired, or will do so in 2012, then you can join the Retired Members' Guild. The subscription for 2012 is £10, and you can get further details from the Honorary Secretary, Alison Hall, 9 All Saints Court, All Saints Villas Road, Cheltenham GL5 2HE.

5) CILIP Benevolent Fund

CILIP's Benevolent Fund helps colleagues and their families who fall on hard times or face financial difficulties.

If you would like to make a donation, then add it to section 2 of the renewal form. If you tick the Gift Aid box the Fund can reclaim the tax on your donation, thereby increasing the amount it receives at no cost to you. You must be paying an amount of UK income tax or capital gains equal to the tax to be reclaimed.

6) Paying by Direct Debit

You can pay by Direct Debit in 1 or 10 instalments. See section 3 of the renewal form.

If you have previously set up a Direct Debit with CILIP then there is no need to set up a new one each year - we will continue taking subscription payments unless you tell us that you wish to resign from membership.

We will remind you that your subscription is due for renewal and keep you informed if your subscription payment changes.

If you have previously set up a Direct Debit with CILIP and the total amount payable (section 2 of the renewal form) is correct then there is no need to contact us, as we will continue taking subscription payments.



Direct Debit Guarantee:

- 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 CILIP will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request CILIP 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 CILIP 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 CILIP 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.

7) Tax relief on your CILIP subscription

If you're a UK taxpayer you can claim the tax back on your subscription payment. If you fill in a tax form each year, then you should declare your CILIP subscription as a tax-deductible expense. If you don't usually get a form then contact your tax office. You can find a form to help you do this at www.cilip.org.uk/taxform (You cannot claim tax relief if you are on the Student, Unwaged or Retired subscription rate.)

8) Data protection and privacy

We will use the information you have provided on your renewal form in the following ways:

- To process your membership, including membership of Branches and Groups.
- To keep you informed about CILIP activities including events and other CILIP products and services.
- To send you information on matters of professional interest.
- We will not pass your details to a third party.

9) Frequently Asked Questions

If your question isn't answered here you can find further FAQs at www.cilip.org.uk/faq

How long will it take to process my renewal or receive a receipt?

Up to 3 - 4 weeks.

How do I calculate my salary based subscription rate?

Employed? Use your salary figure at the time of renewal, including bonuses and weightings but excluding car allowances.

Self employed? Use your earnings from your latest tax return.

Taking a career break or job seeking? Pay the unwaged rate.

Retired? Pay the retired members rate.

Going on maternity leave or retiring this year? Estimate your actual earnings for the year.

Can I get a refund on my membership?

We don't issue refunds once a member has joined or renewed their membership for a 12-month period.

CILIP membership is non refundable. The fee is set according to the amount a member is earning (or expects to earn) at the time the subscription becomes due and is applied for the whole of that year's membership cycle. In exceptional cases, should a member's circumstances change, we can occasionally adjust membership fees accordingly.

Can I renew online?

CILIP have introduced online renewal. To renew online visit www.cilip.org.uk/login and follow the instructions. We will contact members by post and email when it is time to renew.

The following payment options are available:

- Pay online by credit or debit card via a secure system
- Set up a new Direct Debit or amend an existing one
- Pay by invoice or cheque

Why should I register online?

After registering at www.cilip.org.uk/register you can:

- Read the digital edition of *Update* magazine
- Sign up to, and manage eBulletins
- Access professional journals and member-only resources

If I pay by Direct Debit when would my instalment(s) go out of my bank account?

If you are paying in one instalment the whole amount will be debited on the first working day of the third month of your membership year.

If you are paying over ten instalments each instalment will go out on the first working day of every month starting from the third month of your membership year.



This publication is available in alternative formats on request.



Contacting the Membership Team

If you need further information see the frequently asked questions on the CILIP website at www.cilip.org.uk/faq

You can contact the Membership Team direct on

Email: membership@cilip.org.uk
Telephone: +44 (0)20 7255 0600
Textphone: +44 (0)20 7255 0505
Fax: +44 (0)20 7255 0651

You can write to us at

Membership
CILIP
7 Ridgmount Street
London WC1E 7AE

CILIP membership: an investment in your professional future