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## WIPO LIBRARY – EXTERNAL VISITORS REQUEST ACCESS FORM

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Users must respect the terms listed in the Code of Conduct below. Failure to do so could result in a loss of access rights. The Chief Librarian can withdraw access rights at her discretion.

### Code of Conduct

1. The Library is not a public library. External use is limited to work related to the activities of the World Intellectual Property Organization (WIPO).
2. The Library material cannot be borrowed or taken outside of the library (equipped with security tags).
3. The computers and the wireless access are to be used only for intellectual property research.
4. The printer should only be used for Library catalogue-related searches and for material about intellectual property.
5. The photocopying machine is only available for making limited copies (respecting copyright) related to the Library's resources.
6. Respect for the Library premises and for its personnel is required.

### Visitor's personal details

Name (Family name, First name) : .....

Address : .....

Postal Code : ..... City : ..... Country : .....

Telephone : ..... Fax : .....

Email : .....

Organization/University/Company : .....

Address : .....

Postal Code : ..... City : ..... Country : .....

Telephone : ..... Fax : .....

Email : .....

Subject of research : .....

Type of documentation : .....

For long term use (more than one day)

I am seeking access to the Library of the World Intellectual Property Organization (WIPO) for the period from.....to.....

**\*\*Relevant documentation required for a visit of more than one day\*\***

All visitors need to provide a photocopy of a valid ID card or passport. Students must also attach a letter of recommendation from their university, mentioning the period they intend to use the Library and the subject of their research. All others must provide a brief letter of intention with the subject of their research, the period they intend to use the Library and their business card.

I have read the Conditions of access to the WIPO Library and accept these conditions and the terms listed in the Code of Conduct.

Date .....

Signature :.....