



Tel: 01384 812965

PLEASE USE THIS LETTER TO ADD OR AMEND ENTRIES ON DUDLEY LIBRARIES COMMUNITY INFORMATION DIRECTORY

Date as postmarked

Name of Group or Society: _____

Dear Sir/Madam

Your name and address will be on Dudley Libraries Community Information Directory, as being the contact for the above group/organisation/society. We need to update our records annually and have a duty under the Data Protection Act to keep them current. We must not maintain records that we feel to be out of date.

For these reasons I would be grateful if you could provide the information you would like included in the directory. Please **sign** and return this letter, marked for the attention of Community Information Team to the address below at Dudley Library, or if more convenient take into your local library. You will be notified yearly by email to update your entry.

Details are held on computer and are freely available from the internet at www.dudleyci.co.uk If there are details you **wish to be used for administration only**, please indicate below.

| | | | |
|--------|--------------------------|---------|--------------------------|
| Name | <input type="checkbox"/> | Address | <input type="checkbox"/> |
| Tel No | <input type="checkbox"/> | Email | <input type="checkbox"/> |

Please return to: Dudley community information team, Dudley Library, St James's Rd, Dudley, DY1 1HR

Please provide information regarding the purpose and activities of your organisation:

Please continue on a separate sheet if necessary:

.....
.....
.....
.....
.....

Contact Name:
Address:
.....
Postcode:
Telephone ☎
Fax:
Email:
Website:

Venue Name:
Address:
.....
Postcode:
Days and times:
Accessibility: **eg wheelchair access, disabled toilet**
.....

Offering services to:

Children Young People Adults Older People Carers No specific age

Supporting people with:

Physical Impairment Visual impairment Hearing impairment Autism Mental Health
Learning difficulty/disabilities Communication impairment No specific disability

Please email community.directory@dudley.gov.uk if you wish to add a logo, newsletter or leaflet.

**Please return the completed form to the address overleaf.
I confirm the details above and overleaf.**

Signed **Print Name**

Date.....