



**Promotional Screen Advertising  
in Swindon Libraries  
Advertising Application Form  
Using Own Slides**

**Housing and  
Leisure**

<b>Advert Title</b>				
<b>Event Start Date</b>		<b>Event End Date</b>		
<b>Image name as saved</b>	<b>Image 1</b>	<b>Image 2</b>	<b>Image 3</b>	
<b>Text to be displayed on image (max 10 words) Slide 1</b>				
<b>Text to be displayed on image (max 10 words) Slide 2</b>				
<b>Text to be displayed on image (max 10 words) Slide 3</b>				
<b>Which sites to advertise in: (Select Box(s))</b>				
<b>Central Library</b> <input type="checkbox"/>	<b>Highworth Library</b> <input type="checkbox"/>	<b>North Swindon Library</b> <input type="checkbox"/>	<b>Park Library</b> <input type="checkbox"/>	<b>West Swindon Library</b> <input type="checkbox"/>

<b>Contact details</b>		<b>Invoicing details</b>	
<b>Name</b>			
<b>Department/ Organisation</b>			
<b>Address</b>			
<b>Tel</b>			
<b>Contact Email for slide queries</b>			
<b>Contact Email for bill queries</b>			
<b>Cost Centre &amp; subjective code (internal payments)</b>			

**OFFICE USE ONLY:**

<b>Application Process</b>	<b>Application Received</b>	<b>Application Acceptance</b>	<b>Inputted into System</b>
<b>Date</b>			

**Data Protection Act**

The information you provide will be used solely for the purposes of Producing Promotional Screen Advertising for showing in Swindon Libraries. The application form and slide show will be destroyed or deleted after payment has been made and the slideshow has been shown as requested.

Under the Data Protection Act you can see your own personal information. If you would like to know more about this, please ask for our leaflet 'Access to your personal information'. Or contact the: Data Protection Officer at Swindon Borough Council, Civic Offices, Euclid Street, Swindon, SN1 2JH"