



ILO Library access request

The ILO Library serves the ILO staff, tripartite constituents of the ILO, delegates to the International Labour Conference and the Governing Body and other meetings, international organizations and representatives of permanent diplomatic missions.

The ILO Library also welcomes external visitors who work on a specific topic of research: students, university professors and affiliated researchers.

Conditions of access:

1. Access badges must be worn visibly at all times.
2. Library material cannot be taken outside the Library.

Visitor Information	Research information
Last name * _____	University / School* _____
Name * _____	_____
Address * _____	Address * _____
Postal code _____ City * _____	In order to evaluate your application, please describe your research in detail *
Country * _____	_____
Telephone _____	_____
Email * _____	_____
Visitor category *	_____
<input type="radio"/> student	_____
<input type="radio"/> university professor	_____
<input type="radio"/> affiliated researcher	_____

***Mandatory information**

I'd like to have access to the ILO Library for the period from: _____ to: _____.
Three consecutive months is the maximum per application. After three months, a new request has to be submitted. One renewal is the maximum accepted per visitor.

Required documents*

- ☐ A photocopy of a valid identity card or passport.
- ☐ A certificate from your University or a copy of your student card.

Please note that access to the Library's premises will be considered only if the required documents are submitted with this form.

I have read the conditions of access to the ILO Library, I am attaching the required documents and I accept the terms and conditions contained in this application.

Date: _____

Signature: _____

***Mandatory information**



International
Labour
Organization

ILO Library

www.ilo.org/library
library@ilo.org

Dear visitor,

The ILO Library serves the ILO staff, tripartite constituents of the ILO, delegates to the International Labour Conference and the Governing Body and other meetings, international organizations and representatives of permanent diplomatic missions.

The ILO Library also welcomes external visitors who work on a specific topic of research: students, university professors and affiliated researchers.

If you are an external visitor, you need to request access to the ILO Library premises at least two working days prior to your visit. Please follow the registration steps detailed below.

Registration steps for external visitors

1. Print and complete the [ILO Library access request form](#).
2. Scan the completed form and send it along with the required documents to library@ilo.org
3. An email about the status of your request will be sent within 48 hours upon reception of the form and required documents.
4. In case of acceptance, please bring your confirmation email from the Library, a valid photo ID and your student/research certificate at ILO Security Desk (R2 North)

Thank you.

The ILO Library