

# Library Registration Form

Date	
Input by [Initials]	
Borrower ID	

Name: \_\_\_\_\_

**By signing this registration form, overleaf, I agree to and accept the library regulations and understand that I will be expected to abide by them.**

<b>Title</b>	Dr	Miss	Mr	Mrs	Ms	Other
<b>First Name</b>						
<b>Last (Surname) Name</b>						
<b>Job Title</b>						
<b>Department/ Work Address</b>						
<b>Division</b> (Medical, Surgical Estates & Technical Services or Corporate Services )						
<b>Employer</b>	GEH Trust Staff	Student	External Member			
<b>Contract / Placement End Date</b>					Student block:	<input type="checkbox"/>
<b>Home / Mobile Number</b>						
<b>Work phone</b>						
<b>Bleep</b>						
<b>Email</b> (Communication with you will principally be via email)						
<b>Home Address</b>						

## KnowledgeShare: Your current awareness interests

<b>Condition/Risk Factors</b> (e.g. gestational diabetes, respiratory diseases)		<b>Professional Interests</b> (e.g. providing education or conducting research)	
<b>Age Groups</b>	Neonates Children & Adolescents Adults Elderly	<b>Settings</b> (e.g. GP, Surgery, hospital ward, ICU)	<b>P.T.O</b>

# Please read and sign the following:

## Library Regulations

1. Please use the Self-Serve Machine to borrow books out of hours. A book drop box is also available.
2. Overdue fines are charged (20p per day late on four-week loans and 50p per day on one-week loans) Fines will remain on members' record until paid. An invoice will be raised for fines over £5 with the addition of a £20 administration charge. If books are not returned, the full retail price will be invoiced plus an administration charge of £20. If books are returned after the invoice has been raised, the retail price will be removed. The administration charge and fines will still stand.
3. Library members **must** return recalled items on or before they are due, or fines will be incurred.
4. 24 hour access to the library is in accordance with the Trust's lone worker policy (on intranet).
5. Noise in the library to be kept to minimum. Mobile phones call taken **outside** of the library. For quiet study or group discussions, bookings are to be made at GETEC reception.
6. Library members must not mark, deface or damage library stock or equipment.
7. Library users must not bring hot food into the library. Drinks with lids are allowed.
8. Library users and staff should respect the rights of others and be polite and professional at all times.
9. When making copies, please follow the NHS copyright licence (<https://www.cla.co.uk/nhs-england-licence>) and UK copyright law.

## Data Protection

### Using your personal information

We are committed to safeguarding your information. The information you supply will be used to contact you about services you have requested from the Library.

### Sharing your personal information

We will share your information with the organisations that supply and use our library management systems. We may share your information with another Library team if you move organisations (you will receive an email notification if this happens).

### Accessing your personal information

You may log in to our library management systems at [tiny.cc/gehlibrary](http://tiny.cc/gehlibrary) with your pin number or at [www.knowledgeshare.nhs.uk](http://www.knowledgeshare.nhs.uk) (using your NHS OpenAthens account) to see the data we hold about you. You can request changes by emailing [library@geh.nhs.uk](mailto:library@geh.nhs.uk)

### Deleting your personal information

We will delete the data we hold on you after a maximum five-year period of inactivity (in case you return to use the Library again within this time). Paper forms will be kept in a secure place in the library until five years after the expiry of the registration and will then be destroyed.

**KnowledgeShare** helps to share knowledge across the NHS by connecting staff with one another. We would like to share your information with other NHS staff and students for this purpose. If you agree please tick the appropriate boxes:

Share with other colleagues in the NHS

Share with other colleagues in my organisation

We would also like to contact you occasionally by email. Please tick if you are happy for us to:

Send you information about the LKS and new publications in health and social care

Contact you if you are invited to join a community of practice

Recommend colleagues to you who share your professional interests

You may change these settings at any time at [www.knowledgeshare.nhs.uk](http://www.knowledgeshare.nhs.uk) (using your NHS OpenAthens account).

## Library Management System

The data you have provided will be added to the library management system shared between the NHS Trusts in Coventry and Warwickshire and will be used to manage your book borrowing; We would like to send you from time to time surveys and information on our services. Please tick to show your consent for this here:

Signature

Date