

# 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> (address you use <u>regularly</u> , can be GEH or personal)						

<b>Home Address</b>						
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## 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. Anyone using the library must be registered library users and carry proof of registration. You must be on student placement with or employed by the George Eliot Hospital NHS Trust to issue books.
2. The library is staffed from 8.30:00am to 5:00pm Monday to Thursday and from 8:30am to 4:30pm on Friday. It is only possible to join the library and seek assistance directly from staff during these hours.
3. Library members who wish to remove any items from the library outside staffed hours must use the Self-Issue Machine.
4. Fines on overdue items (of 20p per day on four-week loans and 50p per day on one-week loans) and replacement charges are the responsibility of the borrower. Once items borrowed have been returned, the fines will not continue to accrue, but will remain on the member's record until they are discharged. 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 no longer be liable but the administration charge will still stand. Books and other items can be returned outside staffed hours by placing them in the book bin, outside the library, or by using the Self-Issue Machine.
5. Library members **must** return recalled items on or before they are due, or fines will be incurred.
6. Individuals must not borrow items on behalf of anybody else.
7. Access to the library outside staffed hours is in accordance with the Trust's lone worker policy, available on the intranet.
8. Noise within the library needs to be kept to the minimum. Mobile phones call should be made and taken **outside** of the library.
9. If users either wish to study quietly or to hold a group discussion, they should book a room at GETEC reception.
10. Library members must not mark, deface or damage library stock or equipment.
11. Library users must not bring hot food or drinks without lids into the library.
12. Library users and staff should respect the rights of others and be polite and professional at all times.
13. Library users may be asked to leave if these regulations are not abided to by all library users.

## Copyright Statement

- You are expected to abide by the NHS England copyright licence (this is available to read in the library or accessible on [http://www.cla.co.uk/licences/licences\\_available/nhs/nhs\\_england](http://www.cla.co.uk/licences/licences_available/nhs/nhs_england) or
  - Library privilege or
  - Fair dealing or
  - Licenses for e-journals or e-books
- Further information on library privilege and fair dealing can be found at [www.bl.uk/reshelp/atyourdesk/docsupply/industryspecificinfo/publisher/copyright/index.html](http://www.bl.uk/reshelp/atyourdesk/docsupply/industryspecificinfo/publisher/copyright/index.html)
- Further information on copyright can be accessed from the library team.
- Breaking copyright may result in loss of library access privileges.

## KnowledgeShare

- KnowledgeShare is restricted to staff and students with an NHS OpenAthens account.
- We will make your contact details and interests visible to all members of KnowledgeShare in order to promote knowledge sharing. Please tick one of the following boxes if you are unhappy with this.

Information only be visible to:

other members in your organisation

only library staff

## Data Protection Statement

The data you have provided will be added to the library management system shared between the NHS Trusts in Coventry and Warwickshire and may be used for contact and to manage your book borrowing; data on KnowledgeShare will be used to send current awareness bulletins to you. 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. You have the right to complain to the Information Commissioner's Office.

Please tick to show your consent here

Signature

Date

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