

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.

Title	Dr	Miss	Mr	Mrs	Ms	Other
Last (Surname) Name						
First Name						
Job Title						
Department/ Work Address						
Division	Medicine	Surgery	Corporate			
Employer	GEH Trust Staff	Student	External Member			
Contract / Placement End Date					Student block:	
Home / Mobile Number						
Work phone / bleep						
Email (Communication with you will principally be via email)						
Home Address						

KnowledgeShare: Regular current awareness email update, tailored to your interests

Your Clinical Interests: (Please write clearly)

Your Professional Interests

<input type="checkbox"/>	Education & Professional Practice.	Other:
<input type="checkbox"/>	Leadership	
<input type="checkbox"/>	Conducting research	
<input type="checkbox"/>	Managing knowledge & Information	

Age Groups (tick all that apply)

<input type="checkbox"/>	Neonates
<input type="checkbox"/>	Children/Adolescents
<input type="checkbox"/>	Adults
<input type="checkbox"/>	Elderly

Settings:

<input type="checkbox"/>	Community	<input type="checkbox"/>	ICU
<input type="checkbox"/>	Rehabilitation	<input type="checkbox"/>	Outpatient
<input type="checkbox"/>	End of life Care	<input type="checkbox"/>	Emergency
<input type="checkbox"/>	Hospital (state area) _____	<input type="checkbox"/>	Surgery
		<input type="checkbox"/>	Other _____

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 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 with your pin number or at 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

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:

Send me news and bulletins from my Library and Knowledge Service

Send me an e-mail when:

A colleague invites me to join a community of practice

A colleague with shared interests joins KnowledgeShare

Surveys and marketing

We would like to send you from time to time surveys to support service improvement and information on our services. Please tick to show your consent for this here:

Signature

Date