STAFF

NHS Academy Library Membership Form

##### WORK

|  |
| --- |
| Title (*optional*): Click or tap here to enter text. |
| First Name: Click or tap here to enter text. | Surname: Click or tap here to enter text. |
| Job Title: Click or tap here to enter text. |
| Work Address/Department: Click or tap here to enter text. |
| Phone/Bleep: Click or tap here to enter text. | Work email: Click or tap here to enter text. |
| Employing Authority (e.g. RUH, AWP, Banes): Click or tap here to enter text. |
| Contract Expiry Date (if applicable): Click or tap to enter a date. |

##### HOME

|  |
| --- |
| Home Address: Click or tap here to enter text. |
| Postcode: Click or tap here to enter text. |
| Home Telephone: Click or tap here to enter text. | Mobile: Click or tap here to enter text. |
| Home email: Click or tap here to enter text. |

##### PROFESSIONAL GROUP

|  |  |
| --- | --- |
| [ ]  Additional Clinical Services | [ ]  Estates & Ancillary |
| [ ]  Additional Professional, Scientific & Technical | [ ]  Healthcare Scientists |
| [ ]  Administrative & Clerical  | [ ]  Medical & Dental |
| [ ]  Allied Health Professionals | [ ]  Nursing & Midwifery Registered |

#### *I have read the privacy notice and understand that my data will be used in accordance with the General Data Protection Regulation (2018) for use in local library systems and in a system shared by NHS libraries in the South West, Thames Valley and Wessex.*

#### *I agree to abide by the library’s rights and responsibilities (on reverse of page)*

|  |  |
| --- | --- |
| Signature: Click or tap here to enter text. | Date: Choose an item. |

**LIBRARY USE ONLY**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| **Expiry Date:\_\_\_\_\_\_\_\_\_\_\_\_** | **Borrower Number** |  |  |  |  |  |  |  |  |

Academy Library

Rights and Responsibilities

### RIGHTS

* All NHS staff and health care students working or studying within trusts or health authorities in NHS South West and those organisations with which the Library has a service level agreement, are entitled to use the Library Services on completion of library registration.
* Users are entitled to expect a courteous and helpful response from staff at all times.
* Comments and suggestions about library services are always welcomed and will be considered carefully and responded to within a reasonable time period.
* Users can borrow up to 12 items for 28 days; these items can be renewed 3 times.

### Responsibilities

* Each reader is responsible for all items issued to his/her library card until the loan has been cancelled.
* Library cards are not transferable.
* The loss of a library card should be reported immediately.
* Library cards must be returned to the library on termination of employment.
* The Library Service must be notified of any change of address.
* It is the reader’s responsibility to return items on or before the date/time due for return.
* If readers have overdue books they will not be permitted to borrow or reserve further items, or to place inter-library loan requests until their record is clear.
* If Items are still not returned after the receipt of three overdue notices, a charge for the cost of the item plus an administrative fee will be made. This will be arranged through Payroll wherever possible.
* Readers are asked to return loans immediately on request.
* Readers are expected to comply with regulations concerning the use of computers in the Library.
* Readers must comply with the Copyright Law in their use of any material they borrow or use in the Library.
* The Library accepts no responsibility for personal possessions brought into the Library.
* The reader must ensure they are familiar with and abide by the Rights and Responsibilities of each SW NHS library that they use.

### Privacy policy

Available to read here: <http://www.ruh.nhs.uk/library/resources/catalogue.asp?menu_id=1>