

# NHS Academy Library Membership Form

CONTACT DETAILS	3
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First Name: Click or tan have to onter text	Surname: Click or tan hara ta antar taut				
First Name: Click or tap here to enter text.	Surname: Click or tap here to enter text.				
Mobile: 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.					
Home Email: Click or tap here to enter text.					
WORK / PLACEMENT					
Work Address/Department: Click or tap here to enter t	ext.				
Job Title: Click or tap here to enter text.					
Employing Authority (e.g. RUH, AWP, Banes): cl	ick or tap here to enter text.				
Contract Expiry Date (if applicable): Click or tap to e	nter a date.				
Name of University/College: Click or tap here to enter	text.				
Course Name: Click or tap here to enter text.	Course End Date: Click or tap to enter a date.				
PROFESSIONAL GROUP					
Additional Clinical Services	□ Healthcare Scientists				
□ Additional Professional, Scientific & Technica	I 🛛 Local Authority / Public Health				
□ Administrative & Clerical	Medical & Dental				
□ Allied Health Professionals	□ Nursing & Midwifery Registered				
Estates & Ancillary	□ Students				

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 en	Date: Click or tap to enter a date.									
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



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Date of publication May 2024