NHS Academy Library Membership Form

##### Contact Details

|  |  |
| --- | --- |
| 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

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| --- |
| Work Address/Department: Click or tap here to enter text.  |
| Job Title: 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. |
| 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 & Technical | [ ]  Local Authority / Public Health |
| [ ]  Administrative & Clerical  | [ ]  Medical & Dental |
| [ ]  Allied Health Professionals | [ ]  Nursing & Midwifery Registered |
| [ ]  Estates & Ancillary | [ ]  Students |

##### Registration

**Please tick to confirm you agree with the following statements:**

|  |
| --- |
|[ ]  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:  | Date:  |

|  |  |
| --- | --- |
| **LIBRARY USE ONLY** |  |
| **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>