

NHS Staff Academy Library Membership Form

Please complete the information below in **BLOCK CAPITALS** and hand to a member of the library staff.

Work	
Surname
First name
Title (Dr/Mr/Mrs/Miss/Ms/Other)
Job Title
Work Address /Dept
Tel/Bleep
Work E-mail
Employing Authority eg RUH, AWP, Banes
Contract Expiry Date (if applicable)

Home	
Home Address
Post code
Home Tel.
Mobile
Home E-mail

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 agree to this data being held in accordance with the General Data Protection Regulation (2018) for use in the library system shared by NHS libraries in the South West, Thames Valley and Wessex.

I agree to abide by the Library's Rights and Responsibilities (PTO)

Signature Date

Library Use Only

Expiry Date:

Borrower Number									
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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. We will charge fines for the late return of loans at the rates displayed at the Library Enquiry Desk.
- 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

Please see our website at:

http://www.ruh.nhs.uk/library/resources/catalogue.asp?menu_id=1