

**Registration Form**

**Library & Knowledge Services**

**Please complete and return to the Library at** **trust.library@nhs.net**

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| **PERSONAL DETAILS** | **Preferred title** Click here to enter text. |
| **Preferred Pronouns:** Click here to enter text. **Family name:** Click here to enter text.**First name:** Click here to enter text. **Preferred name:** Click here to enter text.**Home address:** Click here to enter text.**Post code:** Click here to enter text.**Home phone:** Click here to enter text. **Mobile:** Click here to enter text.**Email:** Click here to enter text.**May we contact you by text? Yes** [ ]  **No** [ ] **Temporary address (if applicable):** Click here to enter text. |

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| **WORK DETAILS****Job title:** Click here to enter text.**Employer/University:** Click here to enter text.**Ward/Department:** Click here to enter text. **Work phone:** Click here to enter text.**Start date:** Click here to enter a date. **Leaving date:** Click here to enter a date. |

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| **We offer a personalised current awareness service (KnowledgeShare)****Keep up-to-date with the latest high-level new evidence by email every 2 weeks****Please indicate professional interests below****Topic/Conditions/Risk factors:** Click here to enter text.**Neonates** [ ]  **Children & Adolescents** [ ]  **Adult** [ ]  **Elderly** [ ] **Settings/s in which you work:** Click here to enter text.**Other:** Click here to enter text. |

 **LIBRARY RULES AND REGULATIONS**

1. Anyone wishing to use library facilities must show valid ID (Trust swipe card, letter of appointment, etc).

2. A library card will be issued to all registered users. The information contained on this card is unique to each reader

3. Up to 8 books can be borrowed at a time - usually for a period of four weeks. It is the responsibility of the borrower to check the due date and to return items promptly. Books can be renewed in person , by telephone or online . Reference books and unbound journals may not be borrowed.

4. Items on loan to another reader can be reserved and will be recalled if they are requested by another user. Readers are asked to return recalled items as promptly as possible.

5. Readers are responsible for all items issued on their library card. Charges will be made for lost or damaged items.

6. The library reserves the right to charge for overdue items.

7. Readers are asked to inform library staff if they change their home or work address or if their contract of employment /study course comes to an end.

8. Users are expected to show respect and consideration to other library users and staff.

9. Library staff reserve the right to suspend or withdraw membership from any reader in breach of library regulations but will always inform the reader why this has been taken.

Readers are encouraged to use the internet, but are reminded that Trust policies on IT access, e-mail/internet use and confidentiality should be followed at all times.

**Please note: the information you provide on joining the library is held on your library membership form, and on a library database. The information will be used for legitimate library processes which may involve other NHS Libraries and for students, their University body. We will delete information held by the library on you after a maximum 5 year period of inactivity. You can request to change this information by emailing the library on:** **trust.library@nhs.net**

**Your consent to our holding this information is required by the Data Protection Act 1998 and is assumed when you sign the membership form. I have read the**[**privacy notice**](https://secn3.ent.sirsidynix.net.uk/custom/web/KLS%20multi-system%20Privacy%20Notice%20Kent%20Surrey%20%20Sussex.pdf)**and agree to this data being held in accordance with the General Data Protection Regulation (2018) for use in library systems used to deliver knowledge and library services to the NHS.**

**PRIVACY NOTICE AND MEMBERSHIP DECLARATION - KnowledgeShare**

**Using your personal information**

We are committed to safeguarding your information. The information you supply will be used to contact you about services or resources you have requested from the Library and Knowledge Service (LKS).

Sharing your personal information

We will share your information with the organisations that supply and manage our library management systems. We may share your information with another LKS 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 [www.southeastlibrarysearch.nhs.uk](http://www.southeastlibrarysearch.nhs.uk) (using your LKS PIN) or at [www.knowledgeshare.nhs.uk](http://www.knowledgeshare.nhs.uk) (using your NHS OpenAthens account) to see the data we hold about you. You can request changes by emailing trust.library@nhs.net

**Deleting your personal information**

We will delete the data we hold on you after a maximum 5-year period of inactivity (in case you return to use NHS library and knowledge services again within this time).

Further information

For further information on how your information is used, how we maintain its security, and your rights to access it, read the full KnowledgeShare privacy policy online at [www.knowledgeshare.nhs.uk/index.php?PageID=help\_privacy](http://www.knowledgeshare.nhs.uk/index.php?PageID=help_privacy)

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| **YOUR DECLARATION**I apply for membership of the:Library [ ]  KnowledgeShare [ ] and agree to abide by the LKS terms and conditions. I agree to my data being held as described aboveSignature Click here to enter text. Date Click here to enter a date.Leaving date (if applicable) Click here to enter a date. |

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| **FOR LIBRARY STAFF USE ONLY**Membership No: ……………………………………………………………….…… PIN ………………………………………………………………..Expiry Date………………………………………………………………………………. ID Seen: Y / N |

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