# Library Membership Form

**PLEASE COMPLETE IN BLOCK CAPITALS**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>FIRST NAME:</th>
<th>LAST NAME:</th>
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<tr>
<th>JOB TITLE / ROLE:</th>
<th>DEPARTMENT / WARD:</th>
<th>EXT / BLEEP:</th>
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<tr>
<th>EMPLOYING ORGANISATION:</th>
<th>LEAVING DATE:</th>
<th>OUT OF HOURS ACCESS REQUIRED*:</th>
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<tbody>
<tr>
<td>□ E&amp;N HERTS NHS TRUST</td>
<td></td>
<td>YES □</td>
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<tr>
<td>□ HCT</td>
<td></td>
<td>NO □</td>
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<tr>
<td>□ HILLINGDON NHS TRUST</td>
<td></td>
<td>*A refundable £10 deposit is</td>
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<td>□ HPFT</td>
<td></td>
<td>required from MVN library users only</td>
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<tr>
<td>□ OTHER – please specify</td>
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<tr>
<th>HOME ADDRESS:</th>
<th>EMAIL:</th>
<th>PHONE / MOBILE:</th>
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WHERE DID YOU LEARN ABOUT THE LIBRARY SERVICE?

Colleague □ Trust Induction □ Library staff □ Email/Trust publication □ Leaflet/Display □ Intranet □

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**KnowledgeShare**

Please list your interests below to receive current awareness updates by email. KnowledgeShare membership is restricted to NHS staff and students eligible for an OpenAthens account.

**Condition or Risk Factors**
(e.g. dementia, eating disorders, gestational diabetes)

- □ Neonates
- □ Children & Adolescents
- □ Adults
- □ Elderly

**Professional Interests**
(e.g. mentoring, leadership, career progression, finance)

**Settings**
(e.g. GP Surgery, school services, hospital ward, outpatients, community, home care)

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In order to promote knowledge sharing we would like to share your interests and contact details with other members of KnowledgeShare. If you agree please tick the appropriate boxes:-

- Share with all members of KnowledgeShare □
- Share only with KnowledgeShare members in my organisation □
- Share only with Library staff □
- Receive additional bulletins or news from my library and knowledge service □

You may change these settings at any time via [www.knowledgeshare.nhs.uk](http://www.knowledgeshare.nhs.uk) using your NHS OpenAthens login.

KnowledgeShare contains targeted and summarised evidence – you will not be inundated with primary research articles.

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**Please sign overleaf**
Privacy Notice and Membership Declaration

Using your personal information
We are committed to safeguarding your information. The information you supply will be used to contact you about (but not limited to) library and events, your library account and to gather feedback about library services. For further information on how your information is used, how we maintain its security, and your rights to access it, read the Library privacy policy at https://oaks.libguides.com/id.php?content_id=33042429 or the KnowledgeShare privacy policy at www.knowledgeshare.nhs.uk/index.php?PageID=help_privacy

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 Library team if you move organisations (you will receive an email notification if this happens) and to enable loans of other libraries’ materials.

Accessing your personal information
You can log in at www.elms.nhs.uk (using the library User ID and PIN on your library card) or at www.knowledgeshare.nhs.uk (using your NHS OpenAthens account login) to see the limited data we hold about you. To see full data or to request changes please contact us at librarylister.enh-tr@nhs.net

Deleting your personal information
Your data is kept for as long as you are an active library member i.e. borrowing books and/or requesting journal articles. If you cease to be an active member we will delete your data a maximum of 2 years after you have ceased to be active, or sooner if you inform us that you wish us to delete it. We securely destroy any personal data about you when it is no longer required.

Your declaration
I apply for membership of the library service and agree to abide by the terms and conditions. I promise that all books lent to me shall receive proper care while in my possession and that they will be returned or renewed by their due date. I understand that if I fail to return the books that I have borrowed within one month of the due date, the replacement cost plus £10 administration fee, will be deducted from my salary. (If I am not employed by East & North Herts NHS Trust, my NHS employer or university will be invoiced and my borrowing rights will be cancelled). This information may also be shared with relevant members of the Trust or academic staff if I persistently fail to return items that are overdue or have outstanding loans when I leave the Trust or when my course ends.

I agree to adhere to password security and will not knowingly infringe copyright. I agree not to allow unauthorised users to gain access to the Library and understand that my visit to the Library is monitored by CCTV and the door access system. I understand that the Library is for quiet study and the computers are for work and educational purposes only. Computer, printer and other equipment settings must not be tampered with in any way. Mobile phones should only be used for answering bleeps and urgent calls and taken outside the Library – so as not to disturb other Library users. I also agree to leave the Library in the state that I would wish to find it.

Contravention of the terms and conditions will result in immediate cancellation of membership and out of hours access and may result in disciplinary action.

I agree to my data being held in accordance with the General Data Protection Regulation 2018 on the shared NHS library management system, to which this library contributes, and on KnowledgeShare.

SIGNED: DATE:

FOR LIBRARY STAFF ONLY:
OoH □ SIRSI □ WELCOME EMAIL □ KS REG □ KS CATEGORIES □ SCAN COPY □