

Library use only										
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Expiry date:					Home Lib:					

NHS LIBRARY MEMBERSHIP FORM



Health Education
Wessex

Title _____ (eg Dr, Mr, Mrs, Miss, Ms) **Surname / Family name** _____

First name _____ **Trust / Employer / University** _____

Job title _____ **Course** _____

Department / Work Address _____ **Home / Term Time Address** _____

_____ **Post code** _____

Work tel / bleep no. _____ **Home tel** _____

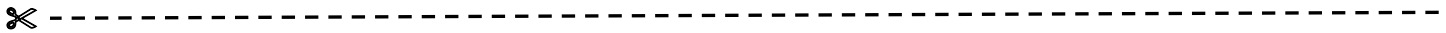
Mobile _____

Preferred e-mail address _____

I have read the notes and agree to be bound by them. I agree to my data being held in accordance with the Data Protection Act (1998) for the use of South West, Thames Valley and Wessex NHS Libraries.

My contract / placement finishes _____

Signed _____ **Date** _____



PLEASE DETACH AND KEEP THESE NOTES AND SEND THE COMPLETED FORM TO THE LIBRARY

Notes for Users

By signing this form you are agreeing to abide in full by Library regulations and the policies of the Trust hosting each service that you use.

- Library registration card, user names and passwords are solely for your own use and must not be shared with others.
- It is necessary to produce your library card / or ID badge in order to borrow items. A charge maybe made for the replacement of lost, damaged or stolen cards.
- It is your responsibility to notify us promptly regarding any changes to your name, contact details or employment.
- You accept to be invoiced to cover the costs for non-returned or damaged items following requests for their return.
- You accept responsibility for all items from the moment they are issued to you until returned to the library desk. This includes items put in the return book bin, and sent via internal/external post.
- In the event of items not being returned your information may be shared with the Trust, Institution or Academic body that entitles you to use this library.
- Security systems, including CCTV, are installed at all Library sites. Please note that unauthorised removal or vandalism of Library materials will not be tolerated. The Trust will take action against anyone found abusing the Library resources and penalties are imposed on those who do not adhere to the Library regulations.
- The use of the Library is at the discretion of the Librarian and in certain circumstances may be withdrawn.

How we will use your information

The personal information you have supplied here is processed in accordance with the requirements of the Data Protection Act 1998. It will be held on electronic databases in the operation of retrieving and borrowing material. This information will be shared with South West, Thames Valley and Wessex NHS Libraries. Your details will be held for statistical purposes for a period of 6 months after expiry.