

<i>For office use only:</i>	
Borrower ID:	
Date registered:	
Membership expires:	

Library Registration Form

If using this form electronically use the TAB key to move down the form.

Title and First Name		Last Name	
Job Title		Department	
Work Address (including Postcode)		Home Address (including Postcode)	
Work Phone		Home/Mobile	
Email Address			
Contract Details	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	Contract End Date: / /

Athens Account	<p>Free access to NHS electronic resources – journals and clinical databases such as Medline, Cinahl and PsycINFO, and much more. For information regarding OpenAthens' Terms and Conditions and Information Charter go to: https://www.nice.org.uk/terms-and-conditions and https://www.nice.org.uk/about/who-we-are/policies-and-procedures</p> <p><input type="checkbox"/> I do not have an NHS Athens account, please set one up for me.</p> <p><input type="checkbox"/> I have a Coventry & Warwickshire Partnership Trust Athens account but would like my login details re-set.</p> <p><input type="checkbox"/> I have an NHS Athens account through another Trust and will transfer this to Coventry & Warwickshire Partnership Trust. <i>Please tick if you would like assistance with this.</i> <input type="checkbox"/></p>
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KnowledgeShare: Our targeted evidence update/current awareness service.

We create a tailored profile to meet your information needs. The latest high-level articles, guidelines or reports in your area of interest are then sent to you on a regular basis. This consists of summarised evidence; you will not be inundated with primary research articles.

You may change your settings at www.knowledgeshare.nhs.uk (using your NHS OpenAthens account).

To opt-in to this service, please indicate your areas of interest below

Condition(s)/Risk factors: (eg. Bipolar disorder, Autism, Diabetes)		Professional and/or Research Interests: (eg. Patient Safety, Service Design)	
Settings: (eg. Hospital, Outpatients, Community)		Age Groups: Child/Adolescent, Adult, Elderly	
Other Information Needs			

Please read and sign the Privacy Notice and Membership Declaration 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 regarding library resources, feedback and evaluation of services. Some personal data is stored digitally and in paper form in order to help deliver library services.

Sharing your personal information

We share your information with the organisations that supply and manage our library management systems (PTFS –KOHA). We may share your information with other NHS colleagues for knowledge sharing purposes.

Accessing your personal information

You may log in to our library management systems at <https://cwpt.wordpress.ptfs-europe.co.uk> (using your CWPT Library User ID and Password) to see the data we hold about you and update your details here. You can also request changes to your data or removal from library distribution lists by emailing Stmichaels.library@covwarkpt.nhs.uk

Deleting your personal information

We will delete the data we hold on you after a maximum 2-year period of inactivity (in case you return to use CWPT library 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 our full privacy policy online at <https://cwpt.wordpress.ptfs-europe.co.uk/policies-procedures-and-library-reports>

KnowledgeShare

These systems help to share knowledge across the NHS by connecting staff with one another. We would like to share your information with other NHS staff and students for this purpose. If you agree please tick the appropriate boxes:

Share with other colleagues in the NHS ☐

Share with other colleagues in my organisation ☐

Library staff only ☐

You are happy for us to recommend colleagues to you who share your professional interests ☐

You may change your settings at any time at www.knowledgeshare.nhs.uk (using your NHS OpenAthens account).

Your declaration

I agree to my data being held as described above. I apply for membership of the Library and Knowledge Service and agree to abide by the Library Service's regulations, as stated below. I accept the NICE/OpenAthens Terms and Conditions; Links for which are provided overleaf.

SIGNED:

DATE:

Please return your completed form by email or internal post to your nearest CWPT Library:

Caludon Centre, Coventry
caludon.library@covwarkpt.nhs.uk

St Michael's Hospital, Warwick
stmichaels.library@covwarkpt.nhs.uk

Brian Oliver Centre, Brooklands
brooklands.library@covwarkpt.nhs.uk

Manor Court, Nuneaton
manorcourt.library@covwarkpt.nhs.uk

Regulations

Access to the library outside of staffed hours is in accordance with the Trust's Loan Worker Policy, available in the Intranet.

Items requested by another user must be returned promptly and will not be renewed.

Journals and reference books are for library use only, but articles may be photocopied.

Users are liable for the replacement cost of items lost, damaged or defaced whilst in their possession or on loan to them.

All borrowed items must be returned to the library prior to the user leaving the Trust.

Library users must be respectful to others and keep noise to a minimum. Mobile phone calls should not be taken in the library.

Library members must ensure that the library is informed of any changes in personal details.