



## Library Membership Registration Form

<b>Name</b>			
Title	First name	Surname	

<b>Work Address</b>			
Main Address line1		City	
County		Postcode	

<b>Home Address</b>			
Second Address line1		City	
County		Postcode	

<b>Contact</b>			
Phone / Bleep		Mobile	
Primary email			
Second email			
Job title			

<b>Additional Information</b>			
Organisation name			
Permanent or temporary contract of employment			
Contract end date		Student Course and University	
Student ID No.			

I am eligible for additional assistance with library services: <i>(e.g. large print and extended loan periods, please ask library staff for details)</i>	
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<b>I would like to receive notices from the library by:</b>	Email		Text		Email and Text	
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I am happy for the library to contact me for marketing, promotion and feedback	<b>Marketing:</b>
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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 local library systems and in a system shared by NHS libraries in the Midlands.

I have read and agree to the [Health Libraries Midlands Terms and Conditions](#) in addition to local IT and library policies.

I understand that CCTV may be in operation at the library to ensure safety and provide a deterrent against misuse.

If you have queries regarding any part of this form, please contact: [Caludon.library@covwarkpt.nhs.uk](mailto:Caludon.library@covwarkpt.nhs.uk)

**I have read and agree to the statements above.**

<b>Signature:</b>		<b>Date:</b>	
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<i>Office use only</i>	<i>Category (e.g. AHP):</i>		<i>Membership No.:</i>	
<i>Library card delivery or collection:</i>			<i>Loans by post:</i>	
<i>Register for additional services e.g. Basedoc, KnowledgeShare:</i>			<i>External member category:</i>	

## Additional Opt-in Services

<b>OpenAthens Account</b>	<p>Free access to NHS electronic resources – journals, e-books and clinical databases such as Medline, Cinahl and PsycINFO, and much more. For information regarding OpenAthens' Terms and Conditions and Information Charter go to:  <a href="https://www.nice.org.uk/terms-and-conditions">https://www.nice.org.uk/terms-and-conditions</a> and <a href="https://www.nice.org.uk/about/who-we-are/policies-and-procedures">https://www.nice.org.uk/about/who-we-are/policies-and-procedures</a></p> <p style="padding-left: 40px;">I do not have an NHS Athens account, please set one up for me.</p> <p style="padding-left: 40px;">I have a <b>Coventry &amp; Warwickshire Partnership Trust</b> Athens account but would like my login details re-set.</p> <p style="padding-left: 40px;">I have an NHS Athens account through another Trust and will transfer this to <b>Coventry &amp; Warwickshire Partnership Trust</b>. <i>Please cross if you would like support with this.</i></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](http://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			

**Table of Contents Alerts:** (Not All Journals Available)

I would like to receive TOC alerts for selected key journals in my areas of interest

I would like to receive TOC alerts for the following journals:

### KnowledgeShare Privacy Options

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 cross 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](http://www.knowledgeshare.nhs.uk) (using your NHS OpenAthens account).

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

Caludon Centre, Coventry  
[caludon.library@covwarkpt.nhs.uk](mailto:caludon.library@covwarkpt.nhs.uk)

St Michael's Hospital, Warwick  
[stmichaels.library@covwarkpt.nhs.uk](mailto:stmichaels.library@covwarkpt.nhs.uk)

Brian Oliver Centre, Brooklands  
[brooklands.library@covwarkpt.nhs.uk](mailto:brooklands.library@covwarkpt.nhs.uk)

Manor Court, Nuneaton  
[manorcourt.library@covwarkpt.nhs.uk](mailto: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 all 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.