Library Membership Registration Form

Title		First or preferred name	
Pronouns (optional)		Surname	

Work Address (required)

Work address line 1		City	
Work address line 2		Postcode	

Home Address (required)

Home address line 1		City	
Home address line 2		Postcode	

Contact

Primary phone		Mobile (if different)	
Primary email			
Second email			
Job title			

Additional Information

Work department and organisation			
Permanent contract (tick)		Temporary contract (tick)	☐
Contract/placement end date		Student course and University	
Student ID No.			

I would like to request additional assistance with library services: *(e.g. large print and extended loan periods, please ask library staff for details)*	☐

I would like to receive notices (overdue, reservations) from the library by: (required)	Email	☐	Text	☐	Email and Text	☐

I am happy to receive marketing information from the library by: (required)	None	☐	Email	☐	Text	☐	Email and Text	☐

I have read the privacy notice (https://www.healthlibrariesmidlands.nhs.uk/your-privacy/) 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 *Heath Libraries Midlands* Terms and Conditions (https://www.healthlibrariesmidlands.nhs.uk/your_membership/) 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.

I have read and agree to the statements above.

Signature:		**Date:**	

Office use only	*Category (e.g. AHP):*		*Membership No.:*	
Library card delivery or collection:			*Loans by post:*	
Register for additional services?			*External member?*	

Additional Opt-in Services

OpenAthens Account	Free access to NHS electronic resources – journals, e-books and clinical databases such as Medline, Cinahl and PsycINFO, and more. For information regarding OpenAthens' Terms and Conditions and Information Charter go to: NICE Ts & Cs and NICE Policies and Procedures
	☐ I do not have an NHS Athens account, please set one up for me.
	☐ I have a **Coventry & Warwickshire Partnership Trust** Athens account but would like my login details re-set.
	☐ I have an NHS Athens account through another Trust and will transfer this to **Coventry & Warwickshire Partnership Trust**. *Please cross if you would like support with this.* ☐

KnowledgeShare: Our targeted evidence update/current awareness service.

We create a tailored profile to meet your information needs. The latest high-level articles, guidelines, etc in your area of interest are sent to you regularly. This consists of summarised evidence, not 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			

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 ☐

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 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.