

FOR LIBRARY USE ONLY

# Healthcare Library User Registration Form

Surname \_\_\_\_\_

Forename \_\_\_\_\_

Post \_\_\_\_\_ Trust \_\_\_\_\_

Department/Work Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extension/bleep \_\_\_\_\_

Email (only give if used) \_\_\_\_\_

Name	_____
Library Card	_____
Door Access	_____

Title \_\_\_\_\_

University \_\_\_\_\_

Course \_\_\_\_\_

Student ID \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home Tel/Mobile \_\_\_\_\_

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

My contract/placement finishes \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Basingstoke and North Hampshire   
NHS Foundation Trust

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NHS Foundation Trust

## Notes for Users

The use of the library and its services is in accordance with current Trust policies and library regulations. These are displayed in full in the library and can also be found on the Healthcare Library website, along with current charges, where applicable.

**By signing this form you are agreeing to abide by the Trust policies and library regulations in full.**

### Key Points:

- Library registration cards, 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 in order to borrow items.
- The library must be notified promptly regarding any changes to your name, contact details or employment.
- You accept and give authorisation to be invoiced to cover fines, replacement and any administrative costs incurred on items issued to you.
- You must abide by the Healthcare Library Computer Regulations

### Additional information:

- 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.
- Removing items without permission and deliberate damage to library stock will be viewed very seriously and the appropriate measures will be taken.
- The use of the library is at the discretion of the Library and Knowledge Services Manager and in certain circumstances may be withdrawn.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 an electronic database in the operation of retrieving and borrowing material. This information will be shared with NHS Libraries across the South. The database is managed by a third party on behalf of NHS South West & NHS South Central.

Your details will be held for statistical purposes for a period of eighteen months after non-use.

**Healthcare Library  
The Ark Centre  
Basingstoke & North Hampshire Hospital**

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