



Library Registration Form

Please complete all sections clearly and sign the statement at the bottom of the page

Title:	Surname:	Forename(s):
Post held:	Employing Authority or Educational Establishment:	Course attending and Tutor: (if applicable)
Department/Workbase:	Preferred email:	Date contract, course or placement ends:
Worktime residence address:	Main home address:	Bleep:
Tel:	Postcode:	<i>It is your responsibility to inform us of any change of circumstances in order that we may update your records.</i>
	Tel: <input type="checkbox"/> Tick if you do not wish to receive occasional text messages (e.g. overdue reminder)	

Library Regulations

1. Consideration for other library users

A quiet working atmosphere is expected in the library. Bags should not be left unattended in the library for security reasons; users are asked to leave the library in order to answer mobile phones and bleeps.

2. Theft/Damage

Removing property from the library without permission is *theft of NHS property* and will be treated as such — as will removing pages or defacing library stock in any way.

3. Loans and Renewals

Items other than current journals and those marked for reference only may be borrowed. The normal loan period for book loans is four weeks unless you are told otherwise. If they have not been requested by another reader, items may be renewed for two further periods online, by letter, telephone, email or in person. Loans are not transferable and the loan remains the responsibility of the borrower until it is returned. Borrowing rights may be suspended whilst you have overdue items or outstanding debts.

A charge will be made for replacement copies of non-returned or damaged items, including an additional administrative charge.

3(a) Students: Please be aware that in the event of books not being returned, your information will be shared with the appropriate academic institution in an effort to retrieve any outstanding items.

4. Copyright and licensing

Users are required to comply with the Copyright Guidelines displayed on the notice board by the photocopier and printer/scanner, and licensing agreements attached to online resources.

5. Data Protection

I have read the [Oliveira Library privacy notice](#) and agree to my data being processed in accordance with current data protection legislation including the Data Protection Act 2018 (DPA) and the General Data Protection Regulations 2016 (GDPR) for use in the library system shared by NHS libraries in the South West, Thames Valley and Wessex.

I accept responsibility for any item borrowed from the library, have read the regulations outlined above, agree to pay any charges incurred and to abide by the regulations, rights and responsibilities of this NHS library.

Signed _____

Date _____

Please indicate your staff group

- Administrative or Management
- Allied Health Professional
- Consultant
- Doctor
- Dentist
- GP

- Library Staff
 - Nurse, Midwife or Health Visitor
 - Scientific or Technical
 - Social Services
 - Student
 - Other
- Please specify

Library use only

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