

Library & Knowledge Service Membership Form



Library Staff use only

Please write clearly in **BLOCK CAPITALS**

ID:	PIN:
-----	------

FIRST NAME:	LAST NAME:	TITLE:
HOME ADDRESS:	DEPARTMENT:	SITE / LOCATION:
PHONE / MOBILE:	JOB / ROLE:	
WORK EMAIL:	TRUST / EMPLOYER / UNIVERSITY:	
PERSONAL EMAIL:		
LEAVING DATE / END OF COURSE:		

Targeted current awareness bulletins

Would you like to receive targeted updates on your professional interests? List your interests below to sign up for your tailored evidence updates:



KnowledgeShare

<https://www.knowledgeshare.nhs.uk/>

**** PLEASE ONLY COMPLETE THIS SECTION IF YOU REQUIRE UPDATES****

Condition(s)/ Risk Factors (e.g. gestational diabetes)		Professional Interests (e.g. patient safety, service design, public health, commissioning)	
Age Groups (please tick all that apply)	<input type="checkbox"/> Neonates <input type="checkbox"/> Children & Adolescents <input type="checkbox"/> Adults <input type="checkbox"/> Older People	Settings (e.g. hospital dept., GP surgery, population health)	

Our 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**
- Contact you if you are invited to join a community of practice**
- Recommend colleagues to you who share your professional interests**

We would also like to contact you occasionally by email. Please tick if you are happy for us to:

- Send you information about the LKS and new publications in health and social care e.g. leaflets**

You would like to receive any of the following bulletins:

- COVID Daily Bulletin**
- Health Management Bulletin**
- Infection Control**
- Super Six journals research articles**
- Nursing and Midwifery updates**
- Primary Care Network News**
- Sepsis**

You may change these settings at any time at www.knowledgeshare.nhs.uk (using your NHS OpenAthens account). *Membership to KnowledgeShare is restricted to staff and students eligible for an [NHS OpenAthens](http://www.knowledgeshare.nhs.uk) account.

Please read privacy notice and then sign

Library & Knowledge Service Membership Form



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 about services or resources you have requested from the Library and Knowledge Service (LKS).

Sharing your personal information

We will share your information with the organisations that supply and manage our library management systems. We may share your information with another LKS team if you move organisations (you will receive an email notification if this happens).

Accessing your personal information

You may log in to our library management systems at <http://sherwoodforest.nhslibraries.com/> (using your LKS PIN) or at www.knowledgeshare.nhs.uk (using your NHS OpenAthens account) to see the data we hold about you. You can request changes by emailing: library.sfht@nhs.net.

Deleting your personal information

We will delete the data we hold on you after a maximum 5-year period of inactivity (in case you return to use NHS library and knowledge 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 the full KnowledgeShare privacy policy online at www.knowledgeshare.nhs.uk/index.php?PageID=help_privacy or the LKS privacy policy at www.bsuh.nhs.uk/library/using-the-library/about/

Your declaration

I apply for membership of the Library and Knowledge Service and agree to abide by the LKS terms and conditions. I agree to my data being held as described above.

SIGNED:

DATE:

GUIDANCE NOTES

- 1) When completing the form please print CLEARLY using **BLOCK CAPITALS** where possible.
- 2) Please ensure that e-mail addresses are clear and legible, as this is our main means of contacting you.
- 3) Where the form is returned electronically, we will accept this instead of a signature that you agree to the terms and conditions of membership.
- 4) Further information about the Library & Knowledge Service – how to access our electronic resources and the services we offer will be sent out to you via e-mail along with your reader number and pin.