

# Library Membership Form

Please complete this form clearly using **BLOCK CAPITALS** if possible, particularly for your e-mail address which is our main means of contacting you.

FIRST NAME:	LAST NAME:	TITLE:
HOME ADDRESS:	DEPARTMENT:	SITE / LOCATION:
PHONE / MOBILE:	JOB / ROLE:	
WORK EMAIL:	TRUST / EMPLOYER / UNIVERSITY:	
PERSONAL EMAIL:		
PERMANENT STAFF: YES / NO    If no, when does your contract / placement end?		
<b>Marketing:</b> I am happy for the library to contact me for marketing, promotion and feedback <input type="checkbox"/>		

## Targeted current awareness bulletins

Would you like to receive targeted updates on your professional interests? We can provide regular e-mails via a service called KnowledgeShare <https://www.knowledgeshare.nhs.uk/>

List your interests below to sign up for your tailored evidence updates. Please speak to library staff if you need assistance or wish to change your settings or interests in the future.

Membership of KnowledgeShare is restricted to staff and students eligible for an [NHS OpenAthens](#) account.

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

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

**Frequency of E-mails:**     Weekly                       Once every two weeks                       Monthly

In addition, would you like to receive any of the following standard bulletins:

- Daily Health Bulletin**                                       **Nursing and Midwifery updates**  
 **Health Management Bulletin**  
 **Super Six Bulletin** (research articles from the main biomedical journals, e.g. BMJ, JAMA)

Please read privacy notice on the other side of this paper and then sign the declaration

# 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 <https://www.healthlibrariesmidlands.nhs.uk/> (using your LKS PIN which can be obtained from the library) or at [www.knowledgeshare.nhs.uk](http://www.knowledgeshare.nhs.uk) (using your NHS OpenAthens account) to see the data that we hold about you. You can request changes by emailing: [library.sfht@nhs.net](mailto:library.sfht@nhs.net)

## Deleting your personal information

We will delete the data that 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](http://www.knowledgeshare.nhs.uk/index.php?PageID=help_privacy)

or the LKS privacy policy at: <https://lks.sfh-tr.nhs.uk/media/1075/privacy-notice.pdf>

## 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.

Please note that if this form is returned electronically, we will accept this instead of a signature as your agreement of the terms and conditions of membership.

**SIGNED:**

**DATE:**

## Please note:

1. Further information about the Library & Knowledge Service, including how to access our electronic resources and the services we offer, will be sent out to you in an e-mail.
2. If you require any additional assistance in your use of library services then please speak to a member of library staff.
3. Overdue and reservation notices will be sent to you via e-mail.
4. If you wish to send this registration form by e-mail to the library, please use this address: [library.sfht@nhs.net](mailto:library.sfht@nhs.net)