

Library Registration Form

Please complete in BLOCK CAPITALS and sign overleaf

TITLE:	DOB:	FIRST NAME:	LAST NAME:
GENDER: (Please circle)	M F Prefer not to say		
HOME ADDRESS:		DEPARTMENT: SITE / LOCATION:	
JOB / ROLE:			
PHONE / MOBILE:		LINE MANAGER:	
PREFERRED EMAIL:		TRUST / EMPLOYER / UNIVERSITY:	
PERMANENT STAFF? (Please circle)	YES NO	LEAVING DATE / END OF COURSE:	
DO YOU WANT AN OPENATHENS ACCOUNT TO ACCESS E-RESOURCES? (Please circle)**			YES NO



KnowledgeShare

Would you like targeted updates on your professional interests?

List your interests below to sign up for KnowledgeShare Evidence Updates by email:

Conditions/Risk Factors (e.g. gestational diabetes)		Professional Interests (e.g. clinical or non-clinical interests)	
Age Groups (please tick)	<input type="checkbox"/> Neonates <input type="checkbox"/> Children & Adolescents <input type="checkbox"/> Adults <input type="checkbox"/> Elderly	Settings (e.g. GP Surgery, hospital ward, outpatients, community health clinic, etc...)	

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

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

Contact you if you are invited to join a community of practice

Recommend colleagues to you who share your professional interests

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 account

How often would you like to receive the personalised update emails?

Never Daily Weekly Every two weeks Monthly

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 www.elms@nhs.uk (using your BHL Library User ID and 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@btuh.nhs.uk

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 https://www.knowledgeshare.nhs.uk/index.php?PageID=help_privacy or the LKS privacy policy at <http://www.btuheks.nhs.uk/Legal/Privacy.html>

Your declaration

I apply for membership of the Library and Knowledge Service and agree to abide by the LKS terms and conditions found at http://www.btuheks.nhs.uk/publications/membership_conditions_may18.pdf. I agree to my data being held as described above.

***I agree to the [Eduserv OpenAthens Terms of Service](#).*

SIGNED:

DATE:

Library Use Only

User ID: