



Library Registration Form

For library use only									
U									Init:
							Issued:		
Expiry:									

Surname / Family name _____ First name _____

Title (e.g. Dr, Mr, Mrs, Ms, Miss) _____ Job title _____

Employees:

Students on placement:

Employer: _____

University: _____ ID number: _____

Workplace address: _____

Course: _____

Placement location: _____

Postcode: _____ Phone: _____

Term time address: _____

Home address: _____

Postcode: _____ Phone: _____

Home address: _____

Postcode: _____ Phone: _____

Postcode: _____ Phone: _____

email : _____

email : _____

I have read the Hampshire Healthcare Library Service privacy notice (www.hantshealthcarelibrary.nhs.uk/privacy-policy) and agree to this data being held in accordance with the General Data Protection Regulation (2018) for use in SWIMS and CLIO. I have read the terms and conditions below and agree to be bound by them.

Signed _____ Date ____/____/____ End of contract/placement ____/____/____

Updated May 2018

By registering with the library service you are agreeing to the following terms and conditions:

1. Your data being held in accordance with the General Data Protection Regulation (2018)
2. Library registration cards, user names and passwords are for your own use and must not be shared with others. It is your responsibility to notify us regarding any changes to your details held by us.
3. Produce your library card in order to borrow items. A charge is made for the replacement of lost, damaged or stolen cards.
4. **You accept to be invoiced and give authorisation to have your pay deducted to cover the replacement and any administrative costs for non-returned or damaged items following requests for their return unless we have agreed with you an alternative way of replacing the items**
5. **You accept responsibility for all items from their issue to you until returned at library desk. This includes items put in the return book bin, and sent via internal/external post.**
6. 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.
7. Security systems, including CCTV, are installed at some Library sites. Please note that unauthorised removal or vandalism of Library materials will not be tolerated. The Trust will take action against anyone found abusing the Library resources and penalties are imposed on those who do not adhere to the Library regulations.
8. The use of the library is at the discretion of the library manager and in certain circumstances may be withdrawn.