

Tick box for 24 hour access (requires £10 refundable cash deposit)

Private & confidential

Library Membership Form

Your Details – used to manage your membership

Lastname:		Forename(s):	
Title:	Preferred Email:		
Home Address:		Department:	
Preferred contact address: Work <input type="checkbox"/> Home <input type="checkbox"/>		Work Address:	
Mobile / Phone:	Bleep:	Job / Role:	
How did you hear about the Library & Knowledge Services at Royal Surrey Induction <input type="checkbox"/> Website <input type="checkbox"/> Colleague <input type="checkbox"/> Other <input type="checkbox"/>			
Name of employer / University:		Leaving date / End of course:	
<p>We would like to contact you occasionally by email (Includes: new resource trials, Library events and general updates)</p> <p>Yes, please contact me occasionally <input type="checkbox"/></p> <p>No, please do not contact me unless it concerns my membership <input type="checkbox"/></p> <p>You can request changes to these settings, and update your details, by emailing: rsc-tr.library@nhs.net</p>			



KnowledgeShare
Information support for evidence-based practice

Would you like targeted updates on your professional interests?

Let us know your interests below to receive KnowledgeShare Evidence Updates straight to your inbox.

You will automatically be joined to KnowledgeShare when you join the Library. You can also register and manage your membership via the website www.knowledgeshare.nhs.uk. Details about how to access the system will be in your KnowledgeShare welcome email.

Request **Evidence Searches** through the KnowledgeShare website to help inform patient care, service improvement, research activity and clinical teaching. Searches are completed by the Library team and are sent to your email inbox.

Updates are personalised and targeted according to the profile you create when you sign up. Updates focus on practice-changing evidence and the latest publications on quality, safety, education and patient experience.

Condition/Risk Factors (e.g. gestational diabetes)		Professional Interests (e.g. patient safety, service design)	
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, 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

As a member of KnowledgeShare, 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

Privacy Notice

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.southeastlibrarysearch.nhs.uk (using your LKS User ID & 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: rsc-tr.library@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.libraryroyalsurrey.nhs.uk/index.php/about/library-reports

Your Membership Declaration

I apply for membership of the Library and Knowledge Service and agree to abide by the LKS regulations governing the use of the Library (displayed in the Library and on the Library website). I understand that I am responsible for any items borrowed on my reader card. I agree to my data being held as described above and in accordance with the Data Protection Act 2018.

Signed:

Date:

Barcode

24 Hour Access

Deposit Received

Added to WorkFlows

Token Number

Added to Paxton

Group Induction

Welcome Email Sent

Expiry Date.....

Added to KnowledgeShare

Affiliated Member

Updating Membership

Library & Knowledge Service, Education Centre, Royal Surrey NHS Foundation Trust, Guildford, Surrey, GU2 7XX

Email: rsc-tr.library@nhs.net Tel: 01483 464137