

**Library & Knowledge Services**

**Wexham Park Hospital**

**Library Registration Form**

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| **Library Use Only**  Registration No: ………………….…..………… Expiry Date: ………………………… ID Number: ……..…..…………… Completed by:................    Existing WXM User (details updated) Reader transfer/Lib notified: ………… KS/Infor: Welcome Email: |

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| **Surname:** | **Forenames:** | **Title** (Dr. Mr, Mrs, Miss, Ms)**:** |
| **Employing Organisation** (e.g. FHFT, Public Health, BHFT): | **Job Title:** | |
| **Department/Ward:** | **Primary Place of Work** (e.g. WPH, HWD, FPH): | |
| **Work Telephone No:** | **Mobile Tel No:** | |
| **Preferred Email:** | **Current university** (if applicable):  **Leaving date/end of course:** | |
| **Have you previously registered with the library at Wexham, or any other SWIMS library?** Yes / No /  Not sure  Previous library card number (if known) ................................... | | |
| **I am (please tick): Permanent staff Student/Temp Bank staff Seconded Student** | | |



**Would you like targeted updates on your professional interests?**

List your interests below to sign up to receive KnowledgeShare\* Evidence Updates by email:

*\* Membership of KnowledgeShare is restricted to staff and students eligible for an NHS Open Athens account*

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| **Condition/Risk Factors:**  (e.g. gestational diabetes, respiratory diseases) |  | **Professional Interests:** (e.g. education, research, patient safety, service design) |  |
| **Age Groups:** (please tick) | Children & Adolescents  Neonates  Adults  Elderly | **Settings:** (e.g. hospital ward, ICU, GP surgery) |  |

**Would you also like to receive Table of Content (TOC) emails for relevant journals? Yes / No**

Our systems help to share knowledge across the NHS by connecting staff with one another. If you agree please tick the appropriate boxes:

**Share with other KnowledgeShare members Share with other colleagues in my organisation**

In future, we would also like to contact you occasionally by email about new and upcoming services.

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**

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| Please sign overleaf |

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| **Privacy Notice and Membership Declaration**  **Using your personal information** We are committed to safeguarding your information. The information you supply is used to contact you about services or resources you have requested from the Library & Knowledge Service (LKS).  **Sharing your personal information**  We will share your information with 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 KnowledgeShare at [www.knowledgeshare.nhs.uk](http://www.knowledgeshare.nhs.uk) using an NHS OpenAthens account to see the data that is held about you (please contact the library for more information on how to set up an OpenAthens account). To see the data held about you on the SWIMS library management system, or to request any changes to the data held about you, please contact [fhft.wxlibrary@nhs.net](mailto:fhft.wxlibrary@nhs.net).  **Deleting your personal information**  We will keep your information for as long as you are making use of NHS LKS. We will unassign you from your LKS when we know you have left, if your membership has expired, or if you have not used any of our services for three years; once unassigned, we will keep your information for a further two years (in case you return to use NHS LKS again during this time). The system will only store as much information about you as is required, and will securely destroy any personal information about you when it is no longer in use.  **Further information**  For further information on how your information is used, how its security is maintained, and your rights to access it, please 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), and the SWIMS Privacy Notice at <https://swims.inforlib.uk/iguana/www.main.cls?surl=privacynotice>.  **Your Declaration**  I have read the [SWIMS privacy notice](https://swims.inforlib.uk/iguana/www.main.cls?surl=privacynotice) and agree to this data being held as described above and in accordance with the General Data Protection Regulation (2018) for use in local library systems and in a system shared by NHS libraries in the South West, Thames Valley and Wessex, and agree to abide by the LKS terms and conditions.  **Signature: …………………………….....……................................ Date: …………………….....................................** |

**V 3.0**