

Library Use Only	ID Number:	Assignment no.:
Reader No: U:	Expiry Date:	Card: Given/ Already has/ Posted/ Emailed to Collect
SWIMS <input type="checkbox"/>	Checked <input type="checkbox"/>	Winchill <input type="checkbox"/> KS <input type="checkbox"/>

Library Registration Form

Surname:	Forenames:	Title (Dr. Mr, Mrs, Miss, Ms):
Job Title:	Department/Ward:	
Work Telephone No:	Site: (RBH, Bracknell etc)	
Mobile Tel No:	Preferred Email Address:	
Home Address:	Job type:	
Postcode:	Additional Clinical Services <input type="checkbox"/>	Healthcare Scientists <input type="checkbox"/>
Alternative Email Address:	Allied Health Professionals <input type="checkbox"/>	Medical & Dental <input type="checkbox"/>
	Additional Prof Sci & Tech <input type="checkbox"/>	Nursing & Midwifery <input type="checkbox"/>
	Admin & Clerical <input type="checkbox"/>	Students <input type="checkbox"/>
	Estates & Ancillary <input type="checkbox"/>	Volunteers <input type="checkbox"/>
University (if applicable):	Leaving date/end of course(if applicable):	



Would you like targeted updates on your professional interests?

If yes - list your interests below to sign up to receive KnowledgeShare* Evidence Updates by email.

If no - turn over to complete the form and sign.

Condition/Risk Factors: (e.g. gestational diabetes, respiratory diseases)		Professional Interests: (e.g. education, research, 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. hospital ward, ICU, GP surgery)	

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

Please turn over to complete and sign

Your information

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

Share information on your interests 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

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 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 library@royalberkshire.nhs.uk

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, and the RBFT SWIMS & KnowledgeShare Privacy Notice available at <http://www.royalberkshire.nhs.uk/library.htm> and on our intranet page.

Your Declaration

I have read the library rules and regulations available on the Library's internet and intranet pages and agree to be bound by them.

I have read the privacy notice available on the Library's internet and intranet pages and agree to this data being held in accordance with the General Data Protection Regulation (2018) for use in the library system shared by NHS libraries in the South West, Thames Valley and Wessex and within other library management systems as required to provide inter-library loans, literature searches and current awareness services requested by me.

Signature: **Date:**