**Library Registration Form**

Please complete form using **CAPITAL LETTERS**

|  |  |
| --- | --- |
| **Title:** |  |
| **Surname:** |  |
| **Forename:** |  |
| **Home address:** |  |
| **Postcode:** |  |
| **Tel. No.:** |  |
| **Email (personal)** |  |
|  | ***If you are a member of LSCFT Staff please complete this section:*** |
| **Job Title:** |  |
| **Work address:** |  |
| **Postcode:** |  |
| **Work Tel. No.:** |  |
| **Work Email:** |  |
|  |  |
|  | ***If you are on a course please complete this section:*** |
| **University:** |  |
| **Tutor:** |  |
| **Name of course:** |  |
| **Date course ends:** |  |
| **On work placement?** |  |

**OpenAthens**

Access to our online resources is via an OpenAthens password. Would you like us to register you for OpenAthens using the details above?

Yes 

No 

**Please sign the membership declaration overleaf**

|  |
| --- |
| 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 Library 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 <http://lct-heritage01.xlancashirecare.nhs.uk/HeritageScripts37/Hapi.dll/search1> (using your PIN) to see the data we hold about you.  You can request changes by emailing [academic.library@lancashirecare.nhs.uk](mailto:academic.library@lancashirecare.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 the Library privacy policy at <http://trustnet2013/Networks/SupportServices/lis/Pages/Useful-Documents.aspx>  **Your declaration**  I apply for membership of the Library and Knowledge Service and agree to abide by the LKS terms and conditions. I agree to my data being held as described above. |
| SIGNED: DATE: |

**Please sign the copyright declaration overleaf**

**Copyright Declaration Form**

*Signing the form below allows us to email articles/papers to you and to obtain materials from other libraries on your behalf.*

Copyright Declaration

I declare that:

* I have not previously been supplied with the same material by any librarian
* I will not use the copy except for research for a non-commercial purpose or private study
* I will not supply a copy of it to any other person
* To the best of my knowledge no other person with whom I work or study has made, or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose
* If an item is delivered by an electronic method (e.g. e-mail, fax) I will retain only a single paper copy and destroy any electronic copies after printing

**Signed:** **Date**:

I understand that if this declaration is false in a material particular, the copy supplied to me will be an infringing copy and that I shall be liable for infringement as if I had made the copy myself.

*Please return completed forms to:*

Lancashire and South Cumbria NHS Trust

Library & Information Service

The Gosall Library

The Lantern Centre

Vicarage Lane

Fulwood

Preston

PR2 8DW

Tel: 01772 773510

E-mail: [academic.library@lancashirecare.nhs.uk](mailto:academic.library@lancashirecare.nhs.uk)