

13. Under certain circumstances, as advertised in the library, users will have to pay for printing from the computers.
14. All users of network information must abide by the rules set out in the BTUH IT Department Code of Conduct.
15. The library does not accept responsibility for personal property left in the library.
16. Users are required to treat the staff and the library with respect. Should any incident be reported, the matter will be pursued with the appropriate authority.
17. The library reserves the right to close at times other than those published.
19. Library borrowing rights may be withdrawn or restricted at the discretion of the Librarian.

For details of the library's User Charter, please ask at the counter

DATA PROTECTION

The information you provide on joining the library is held on the library database, which is hosted by a third party. The information will only be used by us for legitimate library processes which may involve other NHS libraries, or, for students, their University body. Your consent to our holding this information, required by the Data Protection Act, is assumed when you sign the membership form. The information will be destroyed after two years of cessation of employment within South Essex NHS organisations. If you have any objection to this please inform a member of the library team.

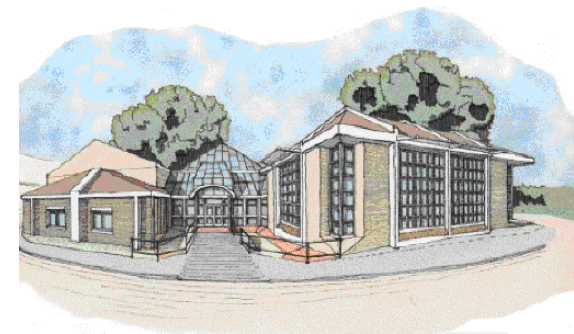
Basildon Healthcare Library
Education Centre
Basildon University Hospital
Nethermayne
Basildon
Essex SS16 5NL
01268 524900 ex 3594
library@btuh.nhs.uk
www.btuheks.nhs.uk

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bh **BASILDON**
Healthcare Library

Membership Form

Clinical Observers & NHS Professionals



CLINICAL OBSERVERS/ NHS Professionals

Card No.

TITLE	Mr Mrs Ms Miss Dr	Male Female	DOB:
SURNAME			
FORENAME			

JOB TITLE			
DEPARTMENT			
CONSULTANT/ LINE MANAGER			
EMPLOYER / TRUST		EMAIL ADDRESS	
BLEEP No.		TELEPHONE No.	
HOSPITAL ADDRESS			
HOME ADDRESS			

PERIOD OF CONTRACT:

START DATE		LEAVE DATE	
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How did you hear of us?
(I.E. Colleague, website.....)

Would you like an NHS Athens account to
access e-resources?

(While on placement ONLY)

YES NO

I agree to pay a deposit of £50.00 which will be returned to me once all materials borrowed from the Healthcare Library have been returned, prior to the above leaving date.

I declare that I have read the membership conditions overleaf and agree to comply with all of them.

SIGNATURE:

DATE:

TO BE COMPLETED BY LIBRARY STAFF

DATE DEPOSIT PAID :
DATE DEPOSIT RETURNED:

MEMBERSHIP CONDITIONS

1. Clinical Observers and NHS Professional staff may join the library while they are working at BTUH. Clinical Observers membership will expire when they leave the Trust. NHS Professionals will be able to join the library for 3 month periods, which can be extended if they continue to be employed here.
2. Clinical Observers and NHS Professional staff must pay a £50 deposit which will be refunded upon leaving the Trust.
3. Library membership does not include use of the library computers unless staff have been issued with a valid Trust log-on by IT.
4. Staff joining the library should complete a membership form and produce their ID badge or a form of identity to prove their employment.
5. Members can take up to 8 books out for a period of up to 4 weeks. Books will not be issued without a library card or some form of NHS id. You can renew books online, by phone, or in person. It is not possible to renew an item if someone else has requested it.. We reserve the right to recall books at any time.
6. In addition to Basildon library rules, items borrowed from other libraries may be subject to conditions imposed by the lending library, including the possibility of a charge.
7. Users with outstanding fines for overdue books will not be allowed to borrow items and access to all other library services will be restricted.
8. Users must pay for lost, damaged or non returned items and outstanding fines. Invoice or deduction from salary will be issued by the Director of Finance for the full replacement cost. Additional fees may be incurred and payable by you if the matter is referred to a debt agency.
9. Members who repeatedly abuse their privileges will be barred from using the library and its resources, including electronic.
10. Failure to return library material on completion of a course may lead to the withholding of a qualification certificate.
11. Users must comply with the copyright law when copying or scanning material.
12. All requested material is subject to copyright law and the CLA/NHS copyright agreement. When requesting material you agree that it will only be used for non-commercial research or private study, and that to the best of your knowledge, no other person with whom you work or study has made or intends to make a request for this item for substantially the same purpose.