

Registration Form

for F1 / F2 / ST / FTSTA / SHO / GVPTS etc

Title: Surname: First Name(s):

Job Title:

Department (if applicable):	Home Address:
Work Address:
.....
.....
..... Post Code:..... Post Code:.....
Work Tel:	Home Tel:
Internal phone (if applicable):	Mobile:
E-Mail Address:	E-Mail Address:.....

Please fill in:

Date leaving Trust :/...../.....

Rules and Regulations

Library Members agree to abide by the following as a condition of membership. Please read the following library regulation before signing below:

- Loans may be kept for 4 weeks unless specified. Eight loan items are permitted per user at any one time.
- Loans may be renewed, on request, twice unless another user has reserved the item. To renew items call (01926) 495321 ext. 4287 (24 hour) or fax: (01926) 608087. Loans may be reissued for further periods after being seen by library staff.
- Fines are charged for overdue materials at rates displayed within the library and on the library website. Borrowing privileges may be revoked for members who persistently do not pay fines.
- Members are required to pay for any lost or unreturned items.
- Members will be held responsible for any damage caused to items whilst in their possession.
- Users must observe the rules for computer use. Computers should be shut down when not in use.
- Internet use within the library is provided primarily for educational, research and clinical purposes and this will take priority over any personal and leisure usage. All users must observe trust Internet Usage Policy when using library computers. Anyone found to be accessing sites that may bring the Trust into disrepute will be reported as appropriate and may have their library privileges revoked.
- Any unauthorised removal of items of stock from the library will result in loss of library privileges.
- Copyright legislation must not be infringed when photocopying material.
- Please consider electrical equipment, library materials and other library users if you need to consume food and drink in the library.
- Please be considerate when using mobile phones and music listening devices in the library. Bleeps and mobile phones should be answered and calls made outside.
- Please respect that the library is a quiet work area used for study and research purposes.

The information on this form will be kept on databases registered under the Data Protection Act 1998 and will not be divulged.

Signature:	Date:
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OFFICE USE ONLY

Library Membership No.:

Date on system:/...../.....	Staff Signature:	Date card issued:/...../.....	Staff Signature:
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A look at some things we offer...

The Trust library is located on the first floor of the Medical School Building. It can be accessed by hospital swipe card 24 hours a day. You can also find out about all the Library services on the Library website <http://swft.wordpress.ptfs-europe.co.uk/>

Catalogue



We have a catalogue of all books and other items in the library. Go to *Trust Intranet*>Resource>Library>Library Catalogue if you are on site; <https://war.koha-ptfs.co.uk/> from non-trust computers.

Books and Borrowing



We have a wide selection of books covering medicine, nursing, child health, pharmacology and management. You may borrow a maximum of eight items at any one time for four weeks. We can post items via internal mail to community staff and those who would find it difficult to access/visit the library.

Ordering books and Reservations



If we don't have the book you need, we will often be able to buy it. Please contact the library staff. We can also buy book on booklists if you are studying for a degree or other courses. If the book is in stock but on loan you can reserve it.

Journals



There is a large range of range of online journals available to all staff and students through the **library website**. You will need an NHS Athens username and password to access these. The library has a small collection of print journals.

Request Services



If a journal article is not available online or in the Library, you can apply to get a photocopy through our Interlibrary Loans Service. Article requests take between 3-5 working days to fulfil. Books not eligible for purchase (limited use or expensive items) can be borrowed. Book requests can take longer to supply than articles. There are charges for these services.

Athens



Athens is a password system that lets you access online resources subscribed to locally by us and nationally via NHS Evidence from any Internet computer. Go to the **library website** to register.

Literature Searching



Library staff are happy to deal with all subject enquiries and will be pleased to help you find relevant and up-to-date information.

UpToDate®



UpToDate® is an evidence-based knowledge system authored by physicians to help clinicians make the right decisions at the point of care.

Electronic Resources



There are many electronic databases available to staff, including **NICE Evidence Search**, **Medline**, **Cinahl**, **Royal Marsden Manual of Clinical Nursing Procedures online**. Go to the library website to see what's on offer.

Library Training



Training is available covering most of the resources we offer.

- NHS Athens
- NHS Evidence Search, NHS Evidence Advanced Search, Medline and Cinahl
- UpToDate
- Cochrane Library, Evidence-based resources.
- Clinical Appraisal

Training can be on a pre-booked or drop-in basis. Pre-booked courses can be for individuals or groups and cover resources in more detail.