**OHFT Libraries Membership Services**

**Services Available to External Members...**

* **6 month membership** renewable by agreement
* **Induction to library services**
* **Physical access to the library** during staffed hours
* **Walk in access to a range of databases, online books and journals via NHS OpenAthens** *(not currently available in OHFT libraries)*
* **Enquiries, information advice** remotely (via email, phone, Ask a Librarian) or in person
* **Training and Knowledge Support:**  basic information skills training, copyright advice, current awareness.
* **Loans:** View books and journals on all health topics via the online SWIMS catalogue

***https://swims.inforlib.uk/iguana/www.main.cls?surl=HEE***

request to borrow in person, phone 01865 902642 or email **library.enquiries@oxfordhealth.nhs.uk**

* **Document supply:** the library can supply a copy of journal articles on request in accordance with copyright regulation

**Useful Information**

Library Website: [www.oxfordhealth.nhs.uk/library](http://www.oxfordhealth.nhs.uk/librar#y)

Finding Health Information on the Internet: <http://www.oxfordhealth.nhs.uk/support-advice/getting-help>

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**Membership Form: External**

|  |  |
| --- | --- |
| **Title.** | **Last name:** |
| **First name:** |  |
| **Job Title/Occupation:** |  |
| **Employer:**  |  |
| **Contact details** |
| **Contact address** |
| **Phone (home & mobile )** |
| **Email address(es)** |

**LIBRARY USE ONLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Barcode U\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Registered****\_\_\_/\_\_\_/\_\_\_\_\_** | **Expiry date****\_\_\_/\_\_\_/\_\_\_\_\_\_** | **ID shown****Yes/ No** | **Access (Lit) ** | **On KShare****\_\_/\_\_/\_** |
| **Information pack given** **** | **Informed previous library ** | Athens Advice **** | **Entered by.......** | **Checked by......** | **Home Library Code.........** |

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 LKS team if you move organisations (you will receive an email notification if this happens).

**Accessing your personal information**

You may request access to the information we hold about you and request changes by emailing library.enquiries@oxfordhealth.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 KnowledgeShare privacy policy at [www.knowledgeshare.nhs.uk/index.php?PageID=help\_privacy](https://www.knowledgeshare.nhs.uk/index.php?PageID=help_privacy)  and our Library Service privacy policy at  <https://www.oxfordhealth.nhs.uk/library/about-us/access/join-the-library/>.  See also OHFT Staff Privacy and Personal Data notices: [Employee / Worker Privacy Notice - Oxford Health NHS Foundation Trust](https://www.oxfordhealth.nhs.uk/privacy/worker/) / [OH-242.20-Your-rights-and-your-records.pdf (oxfordhealth.nhs.uk)](https://www.oxfordhealth.nhs.uk/wp-content/uploads/2020/03/OH-242.20-Your-rights-and-your-records.pdf).

Membership Rules, User’s Charter and Service Standards are available on the library website or contact library.enquiries@oxfordhealth.nhs.uk

**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 return forms to: Warneford Library, Warneford Hospital, Oxford OX3 7JX; email:** **library.enquiries@oxfordhealth.nhs.uk****; OR Whiteleaf Library, Whiteleaf Centre, Aylesbury HP20 1EG. Email:** **whiteleaf.library@oxfordhealth.nhs.uk**

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Services

Library

Oxford Health Libraries External Membership
[**www.oxfordhealth.nhs.uk/library**](http://www.oxfordhealth.nhs.uk/library) **@OHFTlib**

Privacy Policy, User’s Charter, Services Standards available at: <https://www.oxfordhealth.nhs.uk/library/about-us/access/join-the-library/>

Contact us: library.enquiries@oxfordhealth.nhs.uk