Office Use Only			
Name		Registration Date	
Barcode		Registration Site	
R - Number		Registration End date	

University Hospitals of Leicester
UHL NHS Libraries
NHS
NHS Trust

Glenfield Hospital & Leicester General Hospital

Library Registration Form for External Readers

External membership entitles you to access at the NHS Libraries at LGH and GH. Your membership status entitles you to borrow up to 4 books, use of reference materials, computers and print/hardcopy facilities. You will not be entitled to 24-hour access, Interlibrary Loans, professional literature searches, or information skills training.
If you are employed by the NHS you may self-register for access to National Core Content databases.

Title	
First Name	
Last Name		ID checked ☐

Job Title	
Organisation and Work Address	

Work Telephone	
Home / Mobile Number	
Email Address	

Home Address	

**Please state why you wish to become an external member
(include supporting information separately if necessary):**

Library Regulations	I agree to abide by the library regulations as stated overleaf
Copyright	I agree to abide by the copyright rules as stated overleaf
Data Protection Act	I consent to the data provided above being used with the data protection statement overleaf

Signature	Date

Library Regulations

1. Anyone using the library must be a registered member of the library and carry proof of registration in the form of a library card.
2. Individuals must not share their out of hours access tag with other people or allow anyone else access to the Centre when using their tag.
3. Library members must respect other users of the library and conduct themselves in an appropriate manner.
4. Library members must not bring food or drink into the library.
5. Fines on overdue books will be paid in accordance with local charging policy.
6. Library members must ensure that the library is informed of any changes in personal details.
7. Library members must not mark, deface or damage library stock.
8. The Library has an electronic theft detection system in operation. The electronic theft detection system, CCTV and video recorder will be activated if anyone attempts to remove books or journals that are not properly issued.
9. Issued Library books must not be left in the library.
10. Unattended personal property must not be left in the library.
11. Photocopying must comply with the Copyright, Designs and Patents Act 1988. Photocopying must be paid for in accordance with the local charging policy.
12. **Computer Misuse Act.** Library members must not incite or encourage unauthorised access or modification of computer materials e.g. circulation of "infected" software or unauthorised use of a password.
13. **Obscenity.** You must not disseminate, access or encourage access to materials that the *University Hospitals of Leicester NHS Trust* deems to be obscene, pornographic or excessively violent.
14. **Monitoring of internet access** – All internet access from library PC's is actively monitored.

Use of copyright software or datasets copyright acknowledgement

I agree that my usage of any software or computer readable datasets hereinafter referred to as the product, issued or otherwise made available to me by a school or department of an institution is subject to the following conditions:

1. I will ensure that all the requirements of the agreements or contracts under which the product is held by the institution will be maintained. Copies of the relevant agreements or contracts may be seen by application to the School or Department which made the product available.
2. I will not remove or alter the copyright statement on any copies of the product used by me.
3. I will ensure the security and Confidentiality of any copy released to me and will not make further copies from it knowingly or permit others to do so.
4. I will use the product only for the purposes defined in the Agreement and only on computers covered by the Agreement.
5. I will not incorporate a modified version of the product in any program written by me without express permission of the Licensor.
6. I will not reverse engineer or decompile the product or attempt to do so without such permission explicitly being permitted within terms of the Agreement for the use of the product.
7. I will return all copies of the product at the end of the year/period of employment or when requested to do so.

In signing this Agreement I realise that the Institution reserves its right to take legal action against individuals who cause it to be involved in legal proceedings as a result of violation of its licensing agreements.

Data Protection Statement

- The data you have provided will be added to the library management system. The details will be kept in a secure place in the library until the expiry of the registration and will then be destroyed.
- Tags providing 24 hour access to the library carry personalised electronic information. The information stored about an individual's access to the library may be used to: a) assist in the detection of crime; and b) provide evidence of crime.
- CCTV recording is in operation in the library. The recordings may be used to a) assist in the detection of crime; and b) provide evidence of crime. Tapes will be kept in a secure place in the library and details routinely erased.