

THE HILLINGDON HOSPITALS NHS FOUNDATION TRUST LIBRARY – ENROLMENT FORM

Please complete this form in block capitals

Relevant ID Shown (Library Use)

Title:		Forename(s)		Surname:	
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Employer / Place of Study (Please tick all that apply)

<input type="checkbox"/> The Hillingdon Hospitals NHS Foundation Trust	<input type="checkbox"/> General Practice	
<input type="checkbox"/> NHS Hillingdon CCG (Clinical Commissioning Group)	<input type="checkbox"/> Central & North West London NHS Foundation Trust	
<input type="checkbox"/> Imperial College	<input type="checkbox"/> Bucks New University	<input type="checkbox"/> Brunel University
<input type="checkbox"/> University of West London	<input type="checkbox"/> London Borough of Hillingdon	
Other (Please Specify):		

Dept. (& Location):		
Work Address (if not on site):		
	Tel / Ext / Bleep:	

Job Title / Post:	
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Permanent Staff: Please tick	<input type="checkbox"/>	Leaving Date (if known) / current placement end date:	
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Email Address: (Block Capitals Please)	
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Home Address:		
	Telephone:	

I agree to observe library regulations and agree not to disclose any codes or passwords issued by the Library to any third party. I agree to return all items borrowed from the Library, or through the Inter-Library Loans Service, before I leave the Trust and that I am liable for the cost of replacing any lost or damaged items. Information submitted on this form may be used by library staff to retrieve any unreturned items.

I agree to accept the following data protection procedures. The Hillingdon Hospitals NHS Foundation Trust and its partner organisation, Soutron Limited, will hold the personal data you have supplied on registering with The Hillingdon Hospitals NHS Foundation Trust Library under the terms of the Data Protection Act 2018 (incl. GDPR). This information will only be used to facilitate your library membership and the provision of lending and document supply services. Soutron Limited is Cyber Essentials Plus Accredited. Personal data on file will be reviewed periodically to ensure it is accurate and up-to-date. Please notify us of any changes immediately so that we can amend the data accordingly.

How can we use your data? - I agree that The Hillingdon Hospitals NHS Foundation Trust Library Service can use the data supplied to *(tick to confirm)*:

Promote licenced electronic resources	<input type="checkbox"/>	Communicate in regards promotional activities	<input type="checkbox"/>
Request anonymised feedback (e.g. via link to survey)	<input type="checkbox"/>		
Signature:		Date:	

Library Account details will be emailed to you shortly

Continues on reverse – please turn over to request details for some of our resources and services

Resources and Services

The Library & Knowledge Service provides access to a range of resources and services to assist you with your day-to-day work, research and study.*

Please email me information on the following:

- How to register for an NHS OpenAthens account.** An OpenAthens account allows you to access a range of quality information online. Users can access Healthcare Databases Advanced Search (HDAS) and nationally and locally purchased content. Most of our resources will require an NHS OpenAthens account.
- How to search NHS Library and Knowledge Hub and healthcare databases.** Search one or more of 8 bibliographic databases. This includes Medline, Embase and CINAHL. You can find journal articles, linked to full text papers where possible.
- How to browse full-text eJournals.** Browse or search for a particular journal, and then search for relevant articles within that journal. Log in with an NHS OpenAthens account to see all the journals available to you.
- How to access eBooks.** Browse or search for a particular eBook, and discover how to download books, chapters and install apps (where available). Log in with an NHS OpenAthens account to see all the eBooks available to you.
- How to register for KnowledgeShare.** This is a targeted current awareness service - whenever we find high impact publications matching your specified interests, we'll let you know. Sign up to receive the latest high-level evidence in your field and it is emailed to you directly. With the information that you give us, we create your KnowledgeShare profile to be as broad or specific as you need - whichever suits you.
- How to register for BMJ Best Practice and download the app.** BMJ Best Practice uses the latest evidence-based research, guidelines and expert opinion to offer step-by-step guidance on diagnosis, prognosis, treatment and prevention. Use the new BMJ Best Practice app to find answers quickly online or offline.
- How to set up Alerts.** Alerting services help you keep up-to-date in your desired area of interest by providing you with information on a regular basis. Alerts can be set-up for individual journal titles (tables of contents), news from appropriate organisations and websites or they can be created within health care databases by creating a search and then setting up an alert to email you when new articles are published.
- How to request a literature search.** A Literature search is a systematic and well-organised search from already published data to identify a breadth of good quality references on a specific topic. Library staff can perform these searches on your behalf. *Students are expected to perform their own literature searches but may request training / assistance with their search from the Library staff.*

*CNWL staff should contact the CNWL Library and Knowledge Service. Informal, ad hoc advice and guidance will still be available.