

Library Membership Registration Form

Name			
Title	First name	Surname	

Work Address			
Address line1	City		
County	Postcode		

Home Address			
Address line1	City		
County	Postcode		

Contact			
Landline	Mobile (notifications)		
Work email		Tick to indicate preferred email	
Home email		Tick to indicate preferred email	
Job title			
Manager's name	Manager's Tel / Email		

Additional Information			
Organisation name			
Work department			
Permanent or temporary contract of employment			
Contract end date	Student ID No.		

I am eligible for additional assistance with library services: <i>(e.g. large print and extended loan periods, please ask library staff for details)</i>		
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Notifications: I would like to receive mandatory service notices if I have overdue items, and optional notices if I have items due or my reservation is available by:			
<i>(tick to indicate Yes)</i>	<input type="radio"/> Email only	<input type="radio"/> Text only	<input type="radio"/> Email and text

Marketing: I wish to be contacted about: <i>(tick to indicate Yes)</i>			
<input type="radio"/> Events and announcements	<input type="radio"/> Resource(s)	<input type="radio"/> Training	<input type="radio"/> Surveys and feedback

My data will be processed by staff in the Base Library Consortium in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 1998 ("the 1998 Act") for the purposes of administration and providing library and knowledge services to me. I will inform staff or update my account online to rectify or if my personal details change. I have read and agree to the BASE Privacy Policy (https://base-library.nhs.uk/?page_id=27001) and BASE Terms and Conditions (https://base-library.nhs.uk/?page_id=3388) in addition to local IT and library policies. I understand that CCTV may be in operation at the library to ensure safety and provide a deterrent against misuse.

I have read and agree to the statements above.

Signature:		Date:	
Office use only	Category (e.g. AHP):	Membership No.:	
Library card delivery or collection:		Loans by post:	
Register for Basedoc, KnowledgeShare:		External member category:	