



# Application Form: Library Out-of-Hours Access

**Please print clearly**

Title ..... Surname ..... Forenames .....

<p><b><u>Work</u></b></p> <p>Job Title ..... Department .....</p> <p>Work address .....</p> <p>Permanent post? YES/NO or end-date of your contract or placement .....</p> <p>Email address:.....</p> <p>Employing authority e.g. TSDFT.....</p>
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**Please keep the Library Staff informed of any changes to these details. Thank you.**

Do you have a blue SWIMS library card? i.e. have you registered with the Trust Library? YES/NO

*You will need to register before you can have out-of-hours access. Registration forms are available from the enquiries desk and from the Library & Information Service Intranet site.*

Library use only:	SWIMS Barcode U0_____
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***I understand that this information will be used to update my details on the Trust's security system, to enable access to the Library.***

***I agree to comply with the Library & Information Service regulations, as stated in the Charter received at registration and displayed at the enquiries desk.***

***I accept responsibility through being granted out-of-hours access, and will not let others into the Library via my swipe-card.***

***If I have been given a swipe-card specifically for Library access, I will look after it or replace it if lost, and return it on or before the last day of my contract/placement. I agree to my data being held in accordance with the Data Protection Act (1998). Information will be retained in line with the DH Records Management Code of Practice.***

Signed ..... Date .....

Library use only:	Access enabled.....	User contacted.....
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