

UEA Library Information

A reciprocal borrowing arrangement is in place between local NHS Trust Libraries and staff and students on MED / PHA / HSC courses at UEA in order to support students on placement.

UEA Staff and Students need to complete this application form if they wish to join and borrow from one of the NHS Trust Libraries and submit it to library staff for approval. If approved the form will be sent directly to the NHS Trust Library for processing. You will be sent an email from UEA Library to advise when your form has been sent.

Approval from UEA library is based on your UEA library account being in good standing. If it is in bad standing your application will be declined until the matter on your account is resolved (bad standing includes recurring debts, frequent late return of material, invoicing for fines or material, or the need to go above and beyond our automated systems in retrieving fines or material).

NHS Trust Library Information

Entitlements	Loan limits and type of loans are determined by each Trust Library.
Loan Period	The normal loan period (including renewals) is determined by each Trust Library.
Returns	Items must be returned directly to the Trust Library it was borrowed from and not to UEA Library.
Fines / Charges	Normal fine rates for late return will apply; replacement charges will apply for lost or damaged material that has not been recovered after the normal reminder procedures.
Contact Method	A valid UEA email will be registered to your Trust Library account and you will need to check this regularly for all correspondence.
The NHS Trust Library reserves the right to withdraw any privileges to their facilities if they deem your account to be in bad standing .	

PART 1 - Applicant Details *(all fields must be completed in BLOCK CAPITALS)*

Title					
Surname					
Forename(s)					
Date of Birth					
UEA Student / Staff No					
UEA Email					
Term Time Address					
Permanent Address					
NHS Library Applying To (please circle)	Sir Thomas Browne NNUH	Frank Curtis Hellesdon	Ipswich	Sir James Paget Great Yarmouth	Queen Elizabeth Kings Lynn

PART 2 - Declaration

By placing a '✓' in the box and by signing below I confirm that:

I understand that I agree to be bound by the rules and regulations of all of the libraries I apply for and / or use.

I understand that if I am found to be in bad standing at either UEA Library or the NHS Trust Library my NHS borrowing privileges will be revoked with immediate effect .

I understand that my NHS borrowing will expire immediately if I either complete or withdraw from my studies at UEA.

I am aware that I will be contacted using my UEA email address and that I am responsible for checking this regularly.

Applicant Signature

Date of Signature

HOW INFORMATION ABOUT YOU WILL BE USED: Any information you submit to the University of East Anglia via this form will only be used to enable the creation of a UEA Campus Card and a Library borrowing account if applicable. The University will not sell or otherwise transfer any personal data submitted via this form to any third parties without consent, or unless required by law. This form will be stored electronically until your campus card expires.

PART 3 - To Be Completed by Assistant / Library User Services Managers

Expected Course End Date

Staff Name

Staff Signature

Date

Form Scanned & Emailed to NHS Library

Form Logged & Filed

INITIALS:

DATE:

INITIALS:

DATE: