



LIBRARY USER REGISTRATION FORM

Membership of the library of MND Scotland is available to patients and families and health & social care professionals supporting them in Scotland. Membership is also available to staff, board of directors, branch members and volunteers and the general public in Scotland. Those living outwith Scotland please contact the librarian first for approval.

The library is available during office hours Monday to Friday 9-5pm but the librarian works part-time so making an appointment for a first visit is the best use of resources. The library catalogue is available for online searching 24 hours a day from any pc and is brought to you by working in partnership with NHS Scotland.

The library collection is entirely funded by voluntary donations. Registered Users may borrow and reserve items using **Shelcat** (Scottish Health Libraries Catalogue) www.shelcat.org

Further information about the MND Scotland Library & Information Service is available on the charity's website at www.mndscotland.org.uk/information

COMPLETE AS FULLY AS POSSIBLE and in BLOCK CAPITALS

Title (Mr, Mrs, Ms, etc.)		Barcode (to be allocated)		Password (to be allocated)	
First Name(s)					
Surname					
Job Title / Occupation Also tick Appendix					
Organisation					
Primary Contact Address:			Alternate address:		
.....				
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.....				
Postcode:			Postcode:		
Email Address					
Phone		Mobile		Fax	
User Status		Please choose one of these status options that best describes your link with MND Scotland			
		<input type="checkbox"/> 01 MND patient or family member <input type="checkbox"/> 02 Health & Social Care Professional (including students) <input type="checkbox"/> 21 MND Scotland staff, board of director, volunteer or branch member <input type="checkbox"/> 30 General Public			
Mailshot Preference		MND Scotland is continually developing its services and resources. Periodically, we may wish to send you information on these developments. Please indicate if you would like to receive this type of information, by placing a tick in the relevant box. YES <input type="checkbox"/> NO <input type="checkbox"/> .			

DATA PROTECTION ACT 1998: The information you provide on this form shall be kept in a secure, manual filing system on these library premises. In addition, this data will be entered into the Aleph Library Management System (LMS) in order to administer your library account. The Aleph LMS is managed by NHS Education for Scotland and held securely on a single database server at Atos Origin, 1 Appleton Place, Appleton Parkway, Livingston, EH54 7EZ. System security has been approved by NHS National Services Scotland.

Your information is CONFIDENTIAL but will be accessible to library staff throughout NHS Scotland and partner health services using the Aleph LMS in order to facilitate effective library service provision across all Boards, institutions and voluntary sector partners. Under no circumstances will personal data be used for any other purpose than library service provision, will not be given to any third parties, and will not be transferred onto any other library system without your consent.

You may access the information we hold on you directly via the web at www.shelcat.org (My Account). Alternatively, you may call in person to SMNDA during normal office hours, or send a written request for reply within four working days upon receipt, to the address below.



By signing this declaration, you are acknowledging that you have read and understand the Conditions of Service that accompany this form. Also available online at www.scotmnd.org.uk

Declaration

I have read the conditions of service accompanying this form and agree to abide by them when borrowing/accessing resources or materials from the Scottish Motor Neurone Disease Association Library.

If you agree to your information being held, please sign below.

Signature Date

Please send the signed and dated form to:

Information Officer/Librarian
MND Scotland, 76 Firhill Road, Glasgow G20 7BA
Tel: 0141-945-1077 Fax: 0141-945-2578
Email: info@mndscotland.org.uk Web: www.mndscotland.org.uk
Scottish Charity No: SC 002662

After receiving and processing your form, we will send you a copy of the agreement for future reference along with your new Shelcat Library Card, User ID Barcode and Password.



<u>For Office Use Only</u>		
User ID Barcode & Password Allocated	YES / NO	Processed by
Shelcat Library Card issued to User	YES / NO	
Copy of Registration Form Returned	YES / NO	
Details Entered on Computer	YES / NO	
		Date

Appendix - Professions

Description	Code	Description	Code
Accident & Emergency	A&E	Medical Education	Med-edu
Active Schools Co-ordinator	Active-sch	Medical Illustration	Med-ill
Addiction services	Addic-serv	Medical Physics	Med-phy
Admin & Clerical	Admin	Modernisation Org. Dev.	Mod-org
Adult mental health services	Adult-ment	Nephrology	Neph
Allied Health Professions	AHP	Neurology	Neuro
Alternative Medicine	Alt-med	New Community Schools	New-sch
Ambulance services	Amb-serv	Nursery School staff	Nursery
Anaesthetics	Anaes	Nursing - Acute	Nur-acute
Ancillary	Ancil	Nursing - Community	Nur-comm
Audiology	Audio	Nursing Education	Nur-edu
Biomedical Scientists / LAB	Biomed	Nursing - Mental Health	Nur-ment
CAMHS	CAMHS	Nursing - Midwifery	Nur-midw
Cardiology	Cardio	Nursing - Quality Assurance	Nur-QA
Chaplaincy	Chaplain	Nursing - Triage	Nur-tria
Chief Executive	Ch-exec	Obstetrics & Gynaecology	ObGyn
Children's Home	Chil-home	Occupational Health	Occ-health
CHP	CHP	Occupational therapy	OT
Clinical Effectiveness / Governance	Clin-gov	Oncology	Oncology
Cochlear Implant	C-implant	Operating Department Practitioner	OD-prac
Community Alcohol & Drugs Service	Comm-alco	Ophthalmology	Ophthal
Community Education Worker	Comm-ed	Orthodontics	Orthodon
Community Mental Health Team	Comm-ment	Orthopaedics	Orthopaed
Community Development Worker	Comm-dev	Orthoptics	Orthop
Community Pharmacy	Comm-phar	Orthotics	Orthot
Community Services Worker	Comm-serv	Paediatrics	Paedia
Consultants	Consult	Patient	Patient
Counsellor	Counsel	Physiotherapy	Physio
Council employees	Council	Podiatry	Podiatry
Critical Care	Crit-care	Police services	Police
Day Unit / Special School	Day-unit	Practice Education	Prac-edu
Day / Family Centres	Day-cent	Practice Manager / Nurse	Prac-man
Dental Health Educator	Dent-ed	Primary School staff	Primary
Dental Therapist / Hygienist / Nurse	Dent-ther	Prison Staff	Prison
Dentist	Dentist	Prosthetics	Prosth
Dermatology	Derma	Psychiatry	Psychia

Diabetic Medicine Dietetics Doctor (not GP)	Diabet-med Diet Doc	Psychology Psychotherapy Public Health - general	Psychol Psy-ther PH
Education Adviser Elderly Medicine Elderly Mental health services Environmental Health Worker	Ed-advi Eld-med Eld-ment Env-health	Public Health Consultant Public Health Dentistry Public Health Pharmacy Public Health Practitioner / Nurse	PH-consul PH-dent PH-phar PH-pract
Endocrinology ENT Estates & Facilities Family member	Endo ENT E&F Family	Public Health Specialist Radiography Recognition Officer Renal Medicine Research / Postgraduate Study	PH-sp Radiog Rec-off Renal-med
Family Planning Clinic Finance Fire services Gastroenterology General Practice	Fam-plan Finance Fire Gastro GP	Respiratory medicine Rheumatology School Nurse Secondary School staff	Research Resp-med Rheumatol Sch-nurse Secondary
General Public – Patients	Gpub-pat	Smoking cessation	Smoking
General Public – Carers General Public – Courtesy Borrowers Haematology	Gpub-care Gpub-cbor Haema	Social Work Speech and language therapy Staff Nurse	Social SLT Staff-nur
Health Care Assistant	Hcare-asst	Student – AHP	Stu-AHP
Health Promotion staff Health Improvement Worker Health Visitor / HV Assistant Home Educator Hospital Medicine Hospital Pharmacy	HPromo Himprove Hvisitor Home-ed Hosp-med Hosp-phar	Student – Medical Student – Nursing Student – Therapies Student – other Support Worker Surgery	Stu-med Stu-nur Stu-thera Stu-other Support Surgery
Hospital Staff (general) Human Resources	Hosp-staff HR	Therapy - Art Therapy - Music	Thera-art Thera-mus Thera- dram
Information Technology	IT	Therapy - Drama	
Laboratories	Lab	Training / Education Officer	Train-ed
Learning and Development Learning Disabilities Library & Information Management Medical Director	Learn-dev Learn-dis Lib-info Manage Med-dir	University Staff Urology Voluntary Worker Ward Sister / Manager Youth / Project Worker Other	Uni Urology Vol Ward Youth Other_