



RCPSG LIBRARY USER REGISTRATION FORM

The College library catalogue has now been merged with SHEL CAT (Scottish Health Libraries Online). Fellows and Members now have the opportunity of an enhanced library service and can order books and interlibrary loans online. To register for this service please complete the form below. Further information on the College's Library Services can be found on the College website at www.rcpsg.ac.uk.

User Barcode (to be allocated)	User Password (to be allocated)	Patron ID (Office Use Only)

Please COMPLETE FORM AS FULLY AS POSSIBLE and in BLOCK CAPITALS

Title (Dr, Mr, Mrs, Ms, etc.)			
First Name(s)			
Surname			
Membership category (please circle)	Fellow	Member	Associate
RCPSG PIN			
Primary Contact Address:		Alternate address:	
.....		
.....		
.....		
.....		
Postcode:		Postcode:	
.....		
Phone		Mobile	
Email Address			

By signing this declaration, you are acknowledging that you have read and understand the Conditions of Service that accompany this form.

Declaration

I have read the terms and conditions of service accompanying this form and agree to abide by them when borrowing items from.

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 and institutions. 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 the Library during normal office hours, or send a written request for reply within 4 working days upon receipt, to the address below. If you agree to your information being held, please sign below.



Signature

Date

Please send the signed and dated form to:

The Library, Royal College of Physicians and Surgeons of Glasgow, 232-242 St Vincent Street, Glasgow G2 5RJ.

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 Barcode and Password.



For Office Use Only

Details Entered on Computer	YES <input type="checkbox"/>
User Barcode & Password Allocated	YES <input type="checkbox"/>
Shelcat Library Card issued to User	YES <input type="checkbox"/>
Copy of Registration Form Returned	YES <input type="checkbox"/>

Processed by

Date

Tel: 0141 227 3241/ 0141 227 3234 ~ **Email:** library@rcpsg.ac.uk