

LIBRARY RULES AND REGULATIONS

- You will require a library card in order to borrow items from the library. The item remains your responsibility until it is returned to the library. Replacement library card - £2
- Library registration cards, user names and passwords are solely for your own use and must not be shared with others.
- Up to 8 items can be borrowed at a time, including a maximum of 2 audio-visual resources.
- Most books are issued for one month, except high demand items, which are issued for 14 days only. Items can usually be renewed twice if no other reader has reserved them.
- 14 day loan items are clearly marked and incur fines for late return (50p per day). Fines should be paid upon return of the items. Any outstanding fines above £5 will prevent you from borrowing further items. Should it become necessary to invoice you for these fines, an administration fee of £10 will also be charged.
- You will receive a maximum of three written reminders for any overdue items. If you fail to contact us or to return them, you will be invoiced for the replacement costs and an administration fee of £10. Once invoiced, this administration fee is payable even if the items are subsequently returned. Failure to receive such letters does not invalidate any charges that may be due.
- You are responsible for all materials borrowed and you must replace or pay for damaged, lost or stolen items. You should not lend items to other readers, as you remain liable for these items. Removing items from the library without permission is theft of NHS property and will be treated as such. Any damage to or defacing of library stock or equipment must be paid for.
- Misuse of the library computers is regarded as a disciplinary offence and will be treated as such. Please comply with the displayed Healthcare Library Computer Regulations.
- You are responsible for the security of your own possessions when working in the library. Items left unattended are done so at the owner's risk.
- You must comply with displayed notices within the library relating to mobile phone use and consumption of food/drink.
- The personal information you have supplied is processed in accordance with the requirements of the Data Protection Act 1998. It will be held on an electronic database in the operation of retrieving and borrowing material. This information will be shared with NHS Libraries across the South. The database is managed by a third party on behalf of NHS South West & NHS South Central. Your details will be held for statistical purposes for a period of 18 months after non-use.
- You must inform the library of any change of address, status or employing organisation. If you leave the NHS or move to a different Health Authority district, you must notify library staff, returning any books and settling any fines before departure.