

LIBRARY REGULATIONS: Policy & Procedure

LIBRARY CARDS

You must produce your library membership card when borrowing or renewing items. A charge of £2 is made for the replacement of lost, damaged or stolen cards. Your membership card is solely for your own use and must not be shared with others. If you leave the Trust, please retain your card as you may be able to use it in your next NHS library. It is your responsibility to notify us promptly regarding any changes to your name, contact details or employment.

LOANS AND RENEWALS

Full Members may borrow up to eight items. The standard loan period for books is 28 days; where the loan period is shorter this is indicated on the spine. Items may be renewed once or twice (depending on the loan type), in person, online or by phone, provided they have not been requested by anyone else.

Items must be returned or renewed on or before the due date. Loans are not transferable and remain your responsibility until they are returned at the library desk. This includes items put in the return books bin or sent via internal/external mail.

OVERDUE LOANS AND CHARGES

All overdue notifications are sent regularly by e-mail. Daily fines of 50p per day, per item are charged for the late return of some items. Invoices will be raised for the full replacement costs of damaged/lost items or items not returned after reminders have been sent. Replacement copies may be purchased by the reader on the provision that the latest edition is purchased and the item must be new and unused. Invoices will include an administrative charge of £10.00 per item, which is payable even if the item is returned after the invoice has been sent out. Your borrowing rights will be suspended whilst you have overdue items or outstanding debts. In extreme cases, following appropriate warnings, you may be barred from borrowing for a further period. If you fail to return items, your information may be shared with the Trust, institution or academic body that entitles you to use this library service.

THEFT AND DAMAGE

Removing items from library stock without permission is theft of NHS property and will be treated as such, as will tearing pages from books or journals or other damage/defacing of library stock. Security systems, including CCTV, are installed in the library.

CONSIDERATION FOR OTHER LIBRARY USERS

To minimize disturbance to others, you are asked to be as quiet as possible and keep mobile phones switched off whilst in the library and leave the library to use them. The use of laptop computers depends on the available library facilities and will be at the discretion of the Library Services Manager/Librarian.

COPYRIGHT

You are required to comply with the NHS Copyright License, the main provisions of which are displayed beside the library photocopiers and printer.

OUT OF HOURS ACCESS

24-hour library access is provided for all Queen Alexandra Hospital staff, as long as they have a PHT identity card. Access will be withdrawn if you fail to comply with library regulations or let anyone into or out of the library. Anyone doing this will be held responsible for the actions of those they let in or out.

USE OF OTHER NHS LIBRARIES

You may be able to use your Library card at other NHS libraries in the South Central and South West England. You must abide by the regulations of each library that you use.