

Terms and Conditions for Berkshire Healthcare Library

These terms and conditions apply to all users of Berkshire Healthcare Library and Knowledge Service facilities, resources and services.

1. Children visiting the library remain the responsibility of the parent, guardian or supervising adult at all times. The Library and Knowledge Service (LKS) is primarily a study and work environment and children must not be left unattended.
2. All those wishing to use the Library and Knowledge Service must complete the approved registration process and must advise the LKS of any subsequent changes to their contact details, employment or placement status or employing organisation.
3. A physical or virtual card may be issued for the use of the person named on it. It must not be shared, transferred or used by any other person. A charge may be made for the replacement of lost, damaged or stolen physical cards. You may use your membership in other SWIMS network libraries, so please retain your details in you change jobs or go on secondment or placement.
4. Books and other resources must be issued by a member of the staff or using the self-issue system before being removed from the Library.
5. Users may borrow books up to their maximum loan entitlement (12 for most members) which can be renewed if they have not been reserved by another reader. Up to four renewals may be allowed at the discretion of library staff.
6. Overdue notices are sent as a courtesy usually via email. Failure to receive such letters does not invalidate any sanctions that may be taken. Your line manager or tutor may be informed that you have very overdue books or unpaid library charges.
7. Library users leaving the Trust must return all items on loan before they leave.
8. All loans are the full responsibility of the borrower on whose card they were issued until such items have been received by the Library and removed from their record.
9. Borrowers may be charged the full replacement costs of any items which are lost, damaged or not returned on time, including an administration fee.
10. Noise should be kept to a minimum. Mobile phones should be switched to silent mode. Please respect your colleagues and keep all noise to a minimum. Issues with noise disturbance should be raised with Library staff.
11. Small uncooked snacks e.g. sandwiches and covered (non-alcoholic) drinks may be consumed in the library. However, library users are responsible for clearing up any spillages and disposing of all waste in the bins provided. Cooked, noisy or strong smelling foodstuffs are NOT permitted.
12. Library staff, furniture, equipment and stock should be treated with respect.
13. Library users must leave immediately on hearing the continuous fire alarm, or when requested to do so by the library staff.
14. With the exception of assistance dogs, animals must not be brought into the library.
15. Library users must comply with the Copyright, Designs and Patents Act 1988, the NHS Copyright Licence and any licence conditions imposed by publishers, suppliers or platform providers.

16. Users must comply with licence agreements and acceptable use requirements when accessing electronic books, journals, databases and other online resources provided through the Library and Knowledge Service.
17. Every effort is made to ensure that information provided by the Library is accurate, up-to-date and complete. However, it is possible that it may not be representative of the whole body of evidence available and both printed and internet resources may contain errors or out-of-date information. No responsibility can be accepted by the Library for any action taken based on information it has provided.
18. The Library accepts no responsibility for personal possessions brought into the library.
19. Library staff may enforce these terms and condition. The Library and Knowledge Service Manager has the authority to restrict or suspend access to library services where these terms and conditions have been breached.

How we will use your information:

The personal information you provide is processed in accordance with UK GDPR, the Data Protection Act 2018 and NHS information governance requirements. Membership information is held within the NHS Knowledge and Library Services Koha library management system and may also be used to provide library services such as borrowing, training, current awareness services, literature searches and document supply.

Further information about how your personal data is processed is available in the Berkshire Healthcare Library and Knowledge Service Privacy Statement and the NHS Knowledge and Library Services Privacy Notice.