

## **Terms and Conditions for Berkshire Healthcare Library**

These regulations apply to the Library and Knowledge Service (LKS) at Prospect Park Hospital

1. All those wishing to use the library must complete a registration form and must advise the LKS of any subsequent changes to their address, status or employing organisation.
2. A library card is issued for the use of the person named on it. It must not be lent, transferred or used by any other person. A charge is made for the replacement of lost, damaged or stolen cards. You may use your card in other NHS libraries in the South West region so please retain it if you change jobs or go on secondment or placement.
3. 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.
4. Users may borrow books up to their maximum loan entitlement (8 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.
5. 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.
6. Library users leaving the Trust must return all items on loan before they leave.
7. 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.
8. Borrowers may be charged the full replacement costs of any items which are lost, damaged or not returned on time, including an administration fee.
9. 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.
10. 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.
11. Library staff, furniture, equipment and stock should be treated with respect.
12. Library users must leave immediately on hearing the continuous fire alarm, or when requested to do so by the library staff.
13. With the exception of guide dogs and hearing dogs, animals must not be brought into the library.
14. Library users must comply with the terms of the Copyright Act, the NHS copyright licence and any restrictions imposed by manufacturers/publishers licences.

15. 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 on the basis of information it has provided.
16. The Library accepts no responsibility for personal possessions brought into the library.
17. Any member of library staff has the power to enforce the library regulations. The Library Manager has the right to restrict or suspend the library membership of anyone contravening these terms and conditions.

**How we will use your information:**

The personal information you have supplied is processed in accordance with the requirements of the General Data Protection Regulation (2018) for use in the library system shared by NHS libraries in the South West, Thames Valley and Wessex.

Refer to the privacy notice <https://bhftlibrary.wordpress.com/privacy-policy/> for further details.

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