

## **LIBRARY SERVICES**

### **TERMS AND CONDITIONS OF LIBRARY MEMBERSHIP**

The information you provide on joining the library is held on your library membership card and on a library database. The information will only be used for legitimate library processes which may involve other NHS libraries, or, for students, their University body. Your consent to our holding this information, required by the data protection act, is assumed when you complete the membership form.

The following regulations exist to safeguard the interests of all Library users:

1. You can borrow from any of the three libraries based at the Audrey Emerton Building at RSCH, the Health Sciences Library at PRH and the Sussex Education Centre at Mill View. The maximum loan is **10 books** and the loan period is **four** weeks. Please return or renew the items before the **due date**. The loan period may be extended but items will be recalled if they are required by another reader. You can renew books yourself by logging onto the catalogue with your library membership number and PIN or at the library self issue kiosks. You can also renew in person, by telephone or email. Books can be renewed up to 3 times.
2. Members are required to return overdue books immediately. If a book is not returned an invoice will be sent for full replacement cost and an administration charge. If not paid, this charge may be deducted from your salary.
3. Items are not transferable to another person, and members are **responsible for all items borrowed in their name**.
4. Members are responsible for books until return has been recorded by library staff.
5. Books must not be defaced or marked in any way. Damage to or loss of library materials will be charged to the member at the current replacement cost.
6. Members must notify library staff as soon as possible of any change to home address, telephone number, work base and leaving date.

**Failure to comply with these terms and conditions may result in the library contacting your manager or tutor**

**Thank you for your compliance with these conditions**

**August 2019**