

Education Centre Library & Knowledge Service

Terms & Conditions of Membership

By ticking the 'agree' box on the library application form you are agreeing to abide by the following terms & conditions.

- Library users must respect other library users and members of the library services team. Noise should be kept to a minimum. When possible, a quiet room is available for silent study.
- Food and drinks are permitted in library, but care should be taken around PC's and users are required to wipe down surfaces with clinical wipes after use.
- Mobile phones should be switched to silent mode, and all calls should be taken / made outside of the library.
- Books should be renewed or returned by the due date.
- A valid library card or ID badge must be presented to borrow/renew any items.
- Outside of staffed opening hours, books can be returned using the self-service machine or the library return book bin.
- Borrowers are responsible for all items issued to their card and will be charged for lost, damaged or non-returned items.
- Any change of personal details should be notified to the library.
- A CCTV system is in operation within the library and wider education centre to aid the prevention, investigation and detection of crime and for the safety of users.
- Photocopying must comply with current copyright legislation and terms of the NHS Copyright Licensing Agency (CLA) Licence. Further details are located next to the photocopier.
- The use of PC's in the Library (and any other IT equipment) is bound by Trust IM &T Policy. (*see relevant Trust Policies for further information*) and all equipment, including headphones should be cleaned with clinical wipes after use.