

## CRH Library

### Terms & Conditions of Membership

In signing the library application form you are agreeing to abide by these terms & conditions.

- Library users must respect other library users and members of the library services team. Noise should be kept to a minimum.
- Food and hot drinks are not permitted in the library except for bottled water.
- Personal audio equipment must not be used in the library. 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 stamped as fines are charged on all overdue material.
- A valid library card or ID badge must be presented to borrow/renew any items.
- Books can be returned in the Library Book Bin outside normal opening hours. *(NB accrued fines will go on your library record and have to be paid before future borrowing)*
- Invoices/Salary Deductions will be raised for all outstanding fines or overdue material after a given period.
- Borrowers are responsible for all items issued to their card and will be charged for damaged or non-returned items including administration costs.
- 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 the Centre users' safety.
- 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)*