

# Warner Library Membership Conditions & Loan Policy

By signing your Library Card you agree to adhere to the following:

I agree to abide by the Library rules and regulations and agree that personal data and records of my library use may be shared with library staff in accordance with the Data Protection Act 1998. I understand that my information may be accessible to library staff at other NHS and partner organisations within the shared library management consortium to enable loans of other libraries' materials. I understand that my data will not be shared with any third party.

To comply with the Copyright Law and NHS Copyright Licence Agreement when photocopying or scanning materials

Not to remove items from the Library without having them issued to you

Return borrowed items on / before the due date, or pay due fines

Pay for items lost or damaged whilst issued in your name

Respect other users' rights to use the library and study areas quietly

To abide by MEHT Acceptable Use of IT policy when using computers within the Library, including the non-networked computers in the Study room.

## **Document Delivery Service:**

*When requesting material you agree that it will only be used for non-commercial research or private study, and that to the best of your knowledge, no other person with whom you work or study has made or intends to make a request for the same item for substantially the same purpose. I agree that Any material supplied electronically will be downloaded and printed only once and then deleted. It cannot be photocopied and circulated, nor supplied to another person.*

## **Loans Policy**

Borrowers must be members of the Warner Library. When joining, staff must provide accurate and current contact details, including a current email address that is checked regularly.

Where the address is a temporary one, the permanent address must also be given.

Members must advise the Warner of any change in contact details.

All undergraduate students must state the name of their supervisor *at their institution*.

Members may borrow up to **eight books** at any one time. Additional books will be at the discretion of the Library Manager / Librarian.

Books may be renewed via ELMS or by email, telephone, or in person. Each book may be renewed four times without inspection; but a fifth renewal will require the borrower to bring the book in for renewal.

Books borrowed via Inter Library Loan can be renewed via ELMS or via the Warner Library up to two times – further renewals are at the discretion of the lending library.

Single unbound journal issues may be borrowed overnight at the discretion of the Library Manager / Librarian.

If books are returned after the due date, fines are payable. Fines are currently 5p per day . Outstanding fines of over £3.00 must be cleared before any further borrowing occurs.

## **Overdues Procedure:**

**Two emails are sent out, at weekly intervals and then a Final Overdue is emailed and posted a week later. If the books are not returned, a Debtor's Invoice is created & sent to Finance. Charges are for: the full retail price of the book, outstanding fines, and an administration charge (currently £20. Once a final overdue is issued the borrower's library membership and Athens account are suspended. These are reinstated once the items are returned and fines paid.**

## **General**

The Library reserves the right to close at times other than those published

The Library does not accept responsibility for personal property left in the library.

Library borrowing rights may be withdrawn or restricted at the discretion of the Library Manager.