



# ACADEMY LIBRARY

## RIGHTS AND RESPONSIBILITIES

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### RIGHTS

- All NHS staff and health care students working or studying within trusts or health authorities in NHS South West and those organisations with which the Library has a service level agreement, are entitled to use the Library Services on completion of library registration.
- Users are entitled to expect a courteous and helpful response from staff at all times.
- Comments and suggestions about library services are always welcomed and will be considered carefully and responded to within a reasonable time period.
- Users can borrow up to 12 items for 28 days; these items can be renewed 3 times.

### RESPONSIBILITIES

- Each reader is responsible for all items issued to his/her library card until the loan has been cancelled.
- Library cards are not transferable.
- The loss of a library card should be reported immediately.
- Library cards must be returned to the library on termination of employment.
- The Library Service must be notified of any change of address.
- It is the reader's responsibility to return items on or before the date/time due for return.
- If readers have overdue books they will not be permitted to borrow or reserve further items, or to place inter-library loan requests until their record is clear.
- If Items are still not returned after the receipt of three overdue notices, a charge for the cost of the item plus an administrative fee will be made. This will be arranged through Payroll wherever possible.
- Readers are asked to return loans immediately on request.
- Readers are expected to comply with regulations concerning the use of computers in the Library.
- Readers must comply with the Copyright Law in their use of any material they borrow or use in the Library.
- The Library accepts no responsibility for personal possessions brought into the Library.
- The reader must ensure they are familiar with and abide by the Rights and Responsibilities of each SW NHS library that they use.

### PRIVACY POLICY

Available to read here:

[http://www.ruh.nhs.uk/library/resources/catalogue.asp?menu\\_id=1](http://www.ruh.nhs.uk/library/resources/catalogue.asp?menu_id=1)



Academy Library E7  
Royal United Hospitals Bath NHS Foundation Trust  
[ruh-tr.Library@nhs.net](mailto:ruh-tr.Library@nhs.net) 01225 82 4987/98

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