



# **Academy Library Rights and Responsibilities**

## **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. We will charge fines for the late return of loans at the rates displayed at the Library Enquiry Desk.
- 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.

## **DATA PROTECTION STATEMENT**

The personal information you have supplied in registering with Library Services is processed in accordance with the requirements of the Data Protection Act 1998. It will be held electronically in a database and used in the operation of an electronic retrieval system for the purpose of providing a library service. This information will be shared with NHS Libraries in NHS South West, NHS South Central and Northamptonshire. The database is managed by OCLC PICA and NHS Education South West (South West House, Blackbrook Park Avenue, Taunton TA1 2PX, telephone 01823 361114).