



# ERCLibrary Regulations

Applicable to both the main  
Library area  
&  
the Multimedia Room

# 1. Registration

Please refer to our membership information (in the library or via [www.erclibrary.ac.uk](http://www.erclibrary.ac.uk)), or ask one of the Library Team, to determine whether you are entitled to join the Library.

You must complete a registration form and advise the Library Team of any subsequent changes to your address, status, or employing organisation.

You must show your hospital or student ID card when you register and each time you borrow anything from the Library.

You must use your ID card if you require access to another NHS Library in Greater Manchester.

The Library Team has the right to refuse admittance to any Library visitor.

# 2. Borrowing and Returning Items

You must have all the items you wish to borrow issued to you by a member of the Library Team **before** you remove them from the Library.

The loan period is 21 days. Those diagnosed with Dyslexia have the extended loan period of 28 days. You may borrow up to six books, renewable within a six-month period, but **only** if another reader has not reserved them. After the six-month period, you must return all your borrowed items to the Library.

On leaving the hospital, you must return all items on loan to you.

The Library reserves the right to restrict the loan period of heavily used items.

All loans are the full responsibility of the person borrowing the item. Only when you return your borrowed items and we remove them from your record are you no longer responsible.

If you damage and/or do not return loans borrowed on your behalf, via our Interlibrary Loans Service, you will be liable to pay charges according to the policy of the supplying Library.

The most current issue of any print journal and all marked reference books are for use within the Library only. You can borrow them under special circumstances and at the discretion of a member of the Library Team.

Final Year students are required to return all loans no later than the day after the final exam, or project date, whichever is earlier. **Students who have outstanding debts to the Library, are debtors to UHSM and their University therefore, they cannot graduate.**

Failure to return loans or the refusal to pay fines will result in the suspension of your borrowing privileges and use of the Library. The Library Manager will request invoices to be raised via the UHSM Finance Department as necessary.

### **3. Fines and Invoicing**

Fines for overdue books are charged at a rate of 20p per day, up to a maximum of £20 per loan.

Borrowers must pay the full replacement costs for any item, which is lost, damaged, or stolen however, this occurs.

If you do not return Library items on the request of a member of the Library Team, the following official action will take place:-

- an invoice will be raised to you via UHSM Finance Department for the standard charge of £80.00 per item (or replacement cost if greater)
- a **non-refundable** administration fee of £20.00 per official invoice, will be added to the invoice amount

### **4. Overdue notices**

Overdue notices sent to you are a courtesy only, usually via email. Failure to receive such correspondence does not invalidate any fines that may be due.

### **5. General**

You must respect Library staff and treat them with dignity at all times.

On activation of the security system alarm, the Library Team has the right to inspect your person and baggage for Library property.

You must keep noise down to a minimum. You must raise any issues you have with noise disturbance with the Library Team immediately.

You must switch Mobile phones to silent mode and take any calls outside of the Library.

The telephones situated in the ERC Atrium, are to enable staff to respond to bleep calls. You must not use the Library phones.

You must not eat or drink any where in the Library or the Multimedia Room.

You must respect all the furniture, equipment, and stock located in the Library and the Multimedia Room

Use of the Library and any equipment (e.g. computers, photocopiers) therein is subject to the policies laid down by UHSM, copyright and data protection legislation.

Any member of Library Team has the power to enforce the Library regulations.

The Library Manager has the right to restrict or suspend the Library privileges of anyone contravening the regulations of the Library.

## **6. Security and Fire**

CCTV monitors the Library and Atrium. The UHSM Security manages the system.

You must leave immediately on hearing the continuous fire alarm, or when requested to do so by the Library Team.

## **7. Out of Hours Access**

Access to the Multimedia Room is available outside of staffed Library opening hours. However, you must arrange access with the Library Team before you require use of this facility.

You are not permitted to use the Multimedia Room door (the fire exit leading out to the Atrium), except in emergencies and when the Library is closed.

## **8. Copyright**

You must comply with the terms of the Copyright Act and the NHS copyright licence and with any restrictions imposed by manufacturers and/or publishers licences. This is with regard to both electronic and printed materials.

## **9. Literature Search Library Disclaimer**

The Library Team makes every effort to ensure that information provided by them is accurate, up-to-date, and complete. However, it is possible that it will not be representative of the whole body of evidence available; both printed, and internet resources may contain errors or out-of-date information. Any action taken, based on information provided by the Library Team, is not the responsibility of the ERC Library.

## **10. DVDs**

- DVDs may be borrowed on a short-term basis by registered Library users for their own individual private study and non-commercial research
- DVDs may not be shown to for educational purposes or to the general public
- No copies of a DVD may be made in any format or media. Digital rights management measures such as copy control mechanisms embedded in the media may not be removed for any purpose.

## **11. How we will use your information**

The Library processes any personal information you supply to us in accordance with the requirements of the Data Protection Act 1998. We record your personal data on to our electronic Library Management System for the operation of retrieving and borrowing material. We will keep your personal details for statistical purposes for a period of 3 years after inactive use of the Library.

In the event of breaches in Library regulations, we will share your information with UHSM, the Institution or Academic body that entitles you to use this Library, your new employer or NHS Library for the purposes of recovering the items, obtaining payment for their replacement and/or disciplinary procedures.

# Thank you for your co-operation