

LIBRARY REGULATIONS

Updated
20/02/2008

University Hospital of South Manchester 

NHS Foundation Trust

ADMISSION

1. Open to all Trust employees and students on placement in this Trust.
2. Greater Manchester NHS employees may use the library as part of the Greater Manchester Health Libraries Partnership (GMHeLP).
3. Non-NHS people seeking to use the Library may be admitted at the discretion of the Library Manager (or Deputy Librarian).

BORROWING & RETURN OF ITEMS

1. All borrowers must carry out the correct loan transaction when taking out library items.
2. Provided books are not reserved, loans may be renewed on request for up to a period of 90 days. After this period you must physically return the item to the library. It may then be re-issued, subject to any reservations.
4. We reserve the right to restrict the loan period of heavily demanded books.
5. Overdue notices will be either emailed or posted to you for the non-return of loans. If you do not respond, Trust official action will be taken. A standard charge of £80.00 per item (or replacement cost if greater), plus a non-refundable administration fee of £20.00 per official invoice, will be made to borrowers.
6. The most current issue of all journals, all issues of the BMJ, NEJM, Lancet, and all marked reference books are for use within the library only. They can only be borrowed under special circumstances.
- 7 Final Year students are required to return all loans no later than the day after the final exam, or project date, which ever is earlier.
Students who have outstanding debts to the Library are debtors to the Trust & University and therefore cannot graduate.
8. Library staff may disclose information on individual users and their loans to third parties for the purposes of disciplinary procedures resulting from breaches in library regulations.

DISCIPLINE

1. You are required to conduct yourself quietly and obey instructions from Library Staff.
- 2 You must produce an acceptable means of identification on request by Library Staff.
3. On activation of the security system alarm, Library Staff have the right to inspect your person and baggage for library property.
4. While in the library you are not permitted to eat, drink, smoke, use personal stereos or mobile phones.
5. You are not permitted to use the Multimedia Room exit door, except in emergencies or when the library is closed.
6. You are not permitted to take library items unless the correct transaction has been completed.

Any breach in this rule will render you liable to disciplinary action within this Trust or Manchester University, and in some cases to legal proceeding

FINES & PENALTIES

1. Failure to return or renew loans by the due date will incur a **20p per day** fine, up to a maximum of £20.00 per loan.
2. Fines can only be waived, at the discretion of Library Staff and then only in exceptional circumstances.
3. Failure to return loans or the refusal to pay fines owing will result in the suspension of borrowing privileges.
4. If you damage library property (including books, IT equipment, furniture etc) you will be required to pay replacement costs.
5. If you damage and/or do not return loans borrowed on your behalf via our Interlibrary Loans Service you will be liable to pay costs according to the policy of the supplying library.
6. Please read the University *User Misconduct and the Law* document and/or the *Trust IT Software Policy and Internet and Usage Policy* as appropriate for the regulations on the use of computers in the Library and Multimedia Room.

Thank you for your co-operation