



TRFT Library & Knowledge Service

CONDITIONS OF USE

Procedures and guidance for users of the Rotherham NHS Foundation Trust Library & Knowledge Service

I would like to use the service – what do I need to know?

1. All users need to register if they wish to use any services. A registration form can be obtained from staff.
2. The registration form should be completed as fully as possible. Staff will check the form, may ask for additional information and can refuse to accept an incomplete form. Users will not have access to certain services until a form has been accepted.
3. Library staff may ask to see user identification at any time before allowing access to library services.
4. Library services are available primarily to the following:
 - Those employed by or contracted to the NHS in Rotherham
 - Clinical students from the University of Sheffield/Sheffield Hallam University on placement in Rotherham
 - University of Sheffield Medical students & Sheffield Hallam Students can only use the library during their placement at Rotherham. SHU students cannot borrow books from RGH Library
 - University of Sheffield nursing and midwifery students who have Rotherham as their clinical base may use the library at any time during their course.
 - In addition some categories of non-NHS staff are able to use certain services such as the health education resources at Oak House.
5. People not in these categories need to speak to library staff if they wish to use library and knowledge services. Library staff reserve the right to refuse or offer a limited service only. Library staff may ask for a senior member of staff in the applicant's department to take responsibility for the applicant's use of the service. In these cases the senior member of staff will need to complete the appropriate form provided by library staff.

What do I need to know to borrow items from library stock?

The following entitlements apply to those with full rights to use the library (see point 4/5 in the above section):

Maximum no. of loans:	10 per reader
Length of Loans:	1, 2 or 3 weeks depending upon the item (with a maximum length of loan including renewals of 13, 18 or 21 weeks accordingly)
No. of Renewals:	6 for 3 week loans, 12 for 1 week loans by telephone or in person if no-one else has requested the item
Maximum no. of Reservations:	6 per reader
Reserved books are held for:	7 days before they are passed on to the next reserver or returned to the shelves
Fines:	10p per working day per book
Maximum fines:	£5 per book

3 Reminder letters will be sent to users who have overdue books.

Overdue books and fines

If fines incurred reach £6.00 a user will no longer be able to borrow, renew or reserve books until the fine (or part of) is paid. Outstanding fines may also cause other library services to be withdrawn.

Long term overdues will result in a letter being sent to the user's supervisor and then an invoice being sent for the cost of the book plus a £2 administration charge.

Action will be taken to recover overdue items. This may involve passing information to the Book Recovery programme within Rotherham Metropolitan Borough Council. Users may be visited by a book recovery officer and/or face court action.

University students: The library also reserves the right to pass information on defaulters to the University who will pursue matters on our behalf, including the withholding of final qualifications.

Journals

Journal issues will **not** normally be loaned. Access to a photocopier is available. However, by special arrangement it may be possible to loan certain journals e.g. supplements and thematic issues but there is no guarantee that any issue will be loaned. The length of loan will be for one week with no renewal possible. Fines will be charged at 50p per working day.

Postal Loans

The library encourages loans in person. However, for staff not based at Rotherham Hospital, Oak House or Rotherham Community Health Centre, books may be sent out in the internal post. The Library & Knowledge Service will take responsibility for items as far as receipt by the user. If an item is loaned via the internal post users must let the appropriate library know they have received the item. Responsibility for return of items via the post rests with the user.

Only by prior arrangement can an item be issued in the name of someone other than the person who takes it from the library.

What about borrowing from other libraries?

Inter-Library Loans (ILLs) are items obtained from other libraries. There are two distinct categories:

- Books, reports or whole journal issues borrowed from other libraries that must be returned to the library of origin
- Photocopies of journal articles or sections of books or reports obtained from other libraries that are for retention by the user.

Only staff employed by the NHS within Rotherham are automatically entitled to use the ILLs service. Short term locums and other staff working in Rotherham for short periods will not normally be allowed to use the ILLs service.

University of Sheffield & Sheffield Hallam students should ideally use their university libraries for ILLs. Students from other universities, on long term placements, may be able to use the ILL service. Please speak to senior library staff.

- Maximum number of requests (books and/or photocopies): **5** per week per reader. *In cases of clinical emergencies this figure can be negotiated with senior library staff.*
- Length of Loans: This is dependent upon the library from which we obtain the book
- Renewals: In general other libraries will not allow renewals

Overdue ILL books will result in heavy fines being charged and eventually the reader being invoiced for the replacement cost according to the rules of the library the item has been borrowed from. Inter-Library Loan items **MUST** be collected in person.

Users with Additional Support Requirements

If you have any difficulties in using the library and require additional help, please let Library & Knowledge Service staff know. The following types of support will be available:

- Guidance, publicity material made available in alternative formats
- Help with fetching & carrying items from library shelves
- Postal service for loans and photocopies
- Help with photocopying

All additional support needs will be dealt with on an individual basis, please ask to speak to a senior member of staff to register your requirements

Flexible Staffing Department Nurses Only

- **Should a letter of long term overdue book(s), and / or any outstanding fines be received in the Flexible staffing office, with the appropriate invoice for the cost of the book, the individual member of staff will be deactivated on the Flexible Staffing system until the costs have been repaid, and written confirmation of such received from the library.**