


The Robert Jones and Agnes Hunt Orthopaedic Hospital



NHS Foundation Trust

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1.0 Access and Registration

1. Access to the Library and use of its services is available to registered members only. Anyone else wishing to use the Library can do so at the discretion of the Library staff in line with the Francis Costello Library Registration Policy (FCLPOL01).
2. 24 hours access to the main reading room and IT room is available to all registered library members.
3. Members are required to inform the Library of any changes to their contact details (work and home)
4. Completion of the Library registration form (hard copy or online) indicates understanding and acceptance of the Library Regulations. Breach of the regulations could result in withdrawal of membership.
5. Inappropriate behaviour (as defined in the Trust's Dignity at Work policy) towards other Library users or Library staff will not be tolerated. The Library reserves the right to prohibit persons deemed to have behaved inappropriately from accessing the Library or any of its services, on a temporary or permanent basis. This relates both to registered Library users and persons/members of the public contacting the Library remotely. The decision of the Library Services Manager is final.

2.0 Environment and Security

6. Eating hot or malodorous food is **not** permitted in the Library. The Trust has a no-smoking policy.
7. Please respect other users' need for a quiet working environment. Bleeps are permitted in the Library but please switch mobile phones to silent mode. Please leave the Library to answer any calls. Work related calls can be made using the telephone in the Library IT Room.
8. If the fire evacuation alarm sounds you must leave the building immediately and assemble at the agreed point as stated in the Institute of Orthopaedics Fire Plan.

3.0 Use of Library Materials

9. The lending books at the Francis Costello Library can be borrowed for a period of four weeks. Books borrowed from other Shropshire Health Libraries have varying loan periods. Books can be borrowed via the self-issue machine or the library desk (during staffed hours)
10. Loans can be renewed online, in person at the library desk (during staffed hours), by using the self-issue machine, by telephone or by email if not required by another user. A maximum of five renewals will be permitted on four week loan books before the book must be returned to the Library. If the user has provided us with a contact email address when registering with the library, courtesy overdue reminder notices are sent out by email when a book is reaching its due date. However, it is the user's responsibility to ensure the book is renewed or returned on or before the due date.
11. Items on loan to another user may be reserved or recalled as appropriate. Users are asked to return recalled items promptly.
12. Books marked 'Reference Only' must not be taken out of the Library

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13. Journal issues are not available for loan and must not be taken out of the Library.
14. All items for loan must be issued using the Library Management System (LMS) or the self-issue machine.
15. Books are the responsibility of the borrower until returned to the Library staff, or returned via the self-issue machine and placed in the book return box. Items left in the Library or returned by mail are returned at the borrower's own risk. Charges will be made for lost or damaged items.
16. Books on loan must be returned before a user leaves the Trust.

4.0 Use of IT Facilities

17. Users must observe the Trust's IM&T policies.
18. IT equipment is provided for work or study-related purposes. Limited personal use (subject to Trust IT policies) of Library IT equipment is acceptable until or unless other user's wish to use Library IT equipment for work or study purposes, whereby the personal use user is obliged to surrender the equipment.
19. IT hardware or software must not be removed from the Library
20. No eating or drinking is allowed in the Library IT Room. Spillage on the equipment is dangerous and damaging.

5.0 Copyright

It is your responsibility to abide by Copyright legislation for both electronic information and photocopying from books and journals. Notices are displayed by the photocopier/scanner/printer device within the Library. For more information speak to a member of library staff.

6.0 Protecting your Information

In accordance with the provision of the Data Protection Act 1998 and local policies, any personal data provided will be stored on the library databases and used by SHeLib staff for administrative, informational and statistical purposes. Your name and address details may be included on unencrypted e-mails sent out to you by the library service (we will use whichever email address you provide us with but please be aware that personal email accounts may not be as secure as Trust/NHS email accounts). To see a copy of the information held about you, please contact the Library. If you have signed up to KnowledgeShare for current awareness you also agree to your data being held on the KnowledgeShare system, again in accordance with the Data Protection Act 1998.

Your information will be treated as private and confidential (even when you are no longer a member of the organisation). Your name and address will not be disclosed to anyone other than where: we (or any third party acting on our behalf) are legally compelled to do so; there is a duty to the public to disclose; disclosure is made at your request or with your consent. Individuals have a right to object to disclosure of their information. Your information will only be used for the purpose for which it was collected. This information will only be retained for as long as is necessary. Under Data Protection legislation, you may ask in writing for copies of certain records that we hold about you. There may be a charge for this service and it will be handled under the auspices of Trust policy on Subject Access Requests. Applications for Subject Access Request must be made in writing using the Trust's request form (see the Trust's Subject Access Request Policy POL010).

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