

## Knowledge & Library Service Regulations

1. Up to 10 items may be borrowed for a period of up to 4 weeks. Two automatic renewals are allowed, providing no reservations for the item have been made by other readers.
2. Readers are responsible for all items issued to them.
  - a. Overdue reminders are sent out once the item is 7, 21 and 35 days overdue. If we receive no response, an automatically generated billing letter will be sent at 49 days, and an invoice will be raised.
  - b. The full replacement cost plus a standard £25 per item administrative charge will be made for any losses incurred. Once invoiced, this administrative charge is payable, even if the item is subsequently returned.
3. Journals or books designated reference only may not be borrowed.
4. **Print Journals are for reference only.**
5. **Readers must:**
  - a. Abide by current Copyright Regulations (this applies to electronic and printed copies);
    - i. Private study, research for non-commercial purposes
    - ii. Single copies unless covered by NHS copyright license
    - iii. One chapter from a book or 5% of extracts
    - iv. One article from an issue of a journal/ periodical
    - v. Electronic resources - respect web copyright notices and any copyright statements attached to works.
    - vi. Do not upload journal articles to AI tools.
6. Please inform the Library team of any unusual occurrences.
7. Please inform the Library team of any change in contact details.
8. Misuse of the library computers is regarded as a **disciplinary offence** and will be treated as such.
9. Please note that CCTV cameras are in constant operation.

10. Library statistics and usage will be collected for evaluative purposes.

### Library Regulations – 24 hour access

11. If you require urgent assistance outside of staffed hours, use the telephone located in the library reception area to dial 0 for the operator or x 2222 in an emergency.
12. A cash deposit of £10 is required before a 24-hour access key fob is issued. This will be refunded at the end of an individual's contract with the Trust, (or sooner, if no longer required) upon return of the key fob.
13. The key fob holder has a period of 3 months, after expiry of their card to obtain reimbursement of the deposit. At the end of this period the card holder waives their right to be reimbursed and the deposit will be used in the operation of the Library.
14. **Readers using the library outside of staffed hours must not** admit non-key fob holders into the library or let anyone else use their key fob.
15. **Readers must:**
  - a. Look after their key fob – **do not** place near mobile phones or in the washing machine.
  - b. Inform the Library team if their key fob is lost or stolen.
16. Lost or damaged 24 hour access key fobs will incur a further £10 deposit for a replacement card.
17. **Your key fob will automatically deactivate at midnight on the expiry date of your Library membership. All Library members receive notice of impending expiry one month in advance of the expiry date. Please ensure you have left the library before 12am on this date as you will not be able to exit using the key fob after midnight.**