

Library Rules and Regulations

Membership

Membership of the library is open to:

- All staff employed by local Blackpool Teaching Hospitals NHS Foundation Trust
- Full and part-time students on placement from the University of Central Lancashire (UCLan).
- Students on NHS placement in the Fylde from Liverpool University and other partner Universities (Lancaster and Cumbria).

Registration and access

Any member of staff wishing to use the library service must complete a registration form and provide identification – either a Trust or University ID badge. Signing the library registration form indicates understanding and acceptance of the library rules and regulations. Breach of the regulations could result in withdrawal of membership. Members must inform library staff of any changes in registration details e.g. name, address, telephone, bleep.

The library is staffed 8.30am to 5pm Monday to Thursday and 8.30 to 4.30pm Friday. 24 hour access is available – users must visit during staffed hours in the first instance to have their ID badge activated.

Borrowing

All registered users are entitled to borrow books upon production of a library card / Trust ID badge. The loan period is four weeks. Up to ten books may be borrowed at any one time, plus a further two fiction books if required.

Books may be renewed three times – in person, by telephone, by e-mail or via the CIRQA library app (downloadable from app stores). Please have your library card number available.

A "book return" box is available within the library, for the return of material when the library is unstaffed.

Fines are charged on all overdue books at the rate of 10p per day up to a maximum fine of £5.00 per item. Books which are damaged or lost will be charged at their full replacement cost. Any books which are not returned will be subject to debt recovery procedures and an administration charge of £5.00 will be added to the cost where appropriate.

Reference books and journals may not be borrowed.

I.T. Facilities

The library has 12 computers in the library for general use by all staff, plus a further 9 computers in the I.T. Training room. The I.T. training room is booked through the intranet room booking system.

Users must observe the Trust's IM&T policies relating to internet use, network access and password security (available on the Trust's Document Library)

Printing is charged at 5p per A4 page and 25p for colour pages.

Printing is controlled by a print management system (Uniflow) and credits must be purchased before any printing can take place. Library staff will advise on this.

iPads and laptops are available for loan, with specific rules and regulation. Ask library staff for details.

Document Delivery and Photocopying

Books and copies of journal articles not held within the library may be requested. A small charge is payable for this service (see charges information sheet). Liverpool University students can obtain books from their University library free of charge. Document delivery costs may be chargeable to your department by signed agreement with the budget holder.

Photocopying and printing is charged at 5p per A4 page for black / white and 25p for colour and is managed by the Uniflow print management system. Users must ensure they have credit on the system before they will be able to photocopy.

It is your responsibility to comply with copyright legislation. Guidelines are posted near to the photocopiers.

Lost Property

No liability can be accepted by the library or library staff for items left unattended. Items left unattended will be recorded and taken to General Office the following morning.

People with a Disability

Personal assistance is available for disabled readers from library staff. Please remember library staff are here to help you.

Respect for other library users

All library users are required to conduct themselves in a quiet and courteous manner. Failure to do so may result in the user being asked to leave the library.

Please ensure mobile phones are set to silent or switched off.

The internal phone is provided for internal or emergency or bleep use only.

Members of NHS staff and Higher Education students are subject to the disciplinary procedures of their respective organisations.

Security

All books, journals and computers are security marked and will sound an alarm if removed from the library without the proper authorisation.

CCTV cameras are installed for users' personal safety as well as library security.

ID badge access is required out of normal working hours and records entry and exit times. Do not lend your ID badge to other users or allow others to enter the library with you.

Data Protection

Personal information that the library holds about you will be stored on a secure database and used for administrative and statistical purposes only, in accordance with the General Data Protection Regulation (GDPR) and the Trust's Data Protection Policy. Please see the Library's Privacy Policy on the Library webpage for details