

Trust Library Services

Regulations 2023-2024

Trust Library Services - Regulations.

1. General:

- 1.1 Please treat all members of the library team in a respectful manner.
- 1.2 Please keep noise to a minimum within the library. Feel free to raise any issues you have about noise levels in the library with the library team.
- 1.3 Please switch mobile phones to silent mode and take any calls outside of the library.
- 1.4 You may bring cold food and covered drinks into the library areas, but **hot food is not permitted**. Please ensure that you dispose of any waste appropriately.
- 1.5 Please treat the library environment and equipment with respect and report any damages immediately to a member of the library team.
- 1.6 Please do not make MS Teams or Zoom calls in any shared library space.

2. Borrowing and returning items:

- 2.1 You must have all the items you wish to borrow issued to you by a member of the library team or via the self-service machine **before** you remove them from the library.
- 2.2 You may borrow up to 10 books from our various collections.
- 2.3 The loan period is 28 days and you may renew your items up to 3 times providing that there are no reservations in place. Individuals who have disclosed that they have additional learning needs (e.g. dyslexia) may have an additional renewal (i.e. another 28 days) on top of the standard loan period.
- 2.4 You are responsible for all items borrowed from Trust Library Services.
- 2.5 You **must** return all the items on loan to you before leaving your job/placement/rotation at MFT. If you wish to continue to use the library after this time, you will need to speak to a member of library staff who will update your record to show you as an external member.

3. Overdue notices:

- 3.1 Library reminders and overdue notices are a courtesy only and are sent via text message. Failure to receive these communications does not invalidate any library charges.
- 3.2 First, Second & Third Overdue Notices are sent to you via text and email (1, 7 & 14 days overdue). A Fourth Overdue Notice will then be sent to your home address detailing the price of replacing the overdue books. If items are still not returned

following these notifications, Trust Library Services will begin invoicing procedures (see 4.2 & 4.3).

4. Book charges and retrieval process:

4.1 You must pay the full replacement costs for any item which is lost, damaged or stolen whilst on loan to you.

4.2 We do not charge overdue fines here at Trust Library Services, but failure to return loans will result in the suspension of your borrowing privileges. Trust Library Services will action invoices via MFT finance department as necessary.

4.3 If you do not return or replace library items as requested by a member of the library team, the following action will be undertaken:

- An invoice will be raised to you via MFT finance for the replacement costs of the unreturned items
- Your account will remain blocked until the matter is resolved
- If you are invoiced more than once (even if you return the items) we will apply a non-refundable administration fee of £30 to all future invoices.

4.5 If you damage or do not return items loaned to you via our Interlibrary Loans Service, you will be liable to pay charges in accordance with the policy of the supplying library.

5. DVDs:

5.1 Once registered with Trust Library, you can borrow DVDs for a 28-day period for your own individual private use/study/non-commercial research.

5.2 It is against the law for you to show library DVDs for educational purposes or for any other private viewing.

5.3 It is against the law to copy any DVD into any format or media. Digital rights management measures must not be removed for any purpose.

6. Copyright:

6.1 You must comply with the terms of the Copyright Act, the NHS copyright licence and with any restrictions imposed by manufacturers and/or publishers. This applies to both electronic and printed materials.

7. Out of hours access (Wythenshawe site):

7.1 Access to the Library and Computer Room at Wythenshawe is available outside of staffed opening hours – a Wythenshawe ID badge is needed for 24-hour access.

7.2 Please refrain from using the Wythenshawe Computer Room door (the fire exit leading into the ERC Atrium) except in case of emergencies.

8. Security and Fire:

8.1 CCTV monitors the library. You should contact the MFT Security Team if you have any queries about this.

8.2 On hearing the continuous fire alarm, you must immediately leave the Library by the nearest fire exit. During staffed hours, the library team will be available to assist you to safely exit the building.

9. How Trust Library will use your personal information:

9.1 The Library manages all the information you supply in accordance with the Data Protection Act (1998). We record your personal data on the online Library Management System purely for operational purposes. If your library account expires and remains inactive for a 12-month period, your record will be deleted from our systems.

9.2 Should you breach any of the library regulations, we reserve the right to share your personal information with MFT, your parent institution/academic body or any NHS library in order to facilitate the recovery of overdue/lost items or obtaining payment or replacements for lost items.

*If you have any questions about our regulations,
please just ask one of the Library team.*