

Rules and Regulations

The following rules and regulations are intended to ensure that Library Services run efficiently and provides an effective service to all users.

Membership

Membership of the service is open to all staff employed by Royal Papworth Hospital NHS Foundation Trust and all students on placement within Royal Papworth Hospital NHS Foundation Trust.

Others with a legitimate interest in health matters may be allowed access to the service on application and at the discretion of the Library and Knowledge Services Manager.

The Library and Knowledge Services Manager may suspend access to the service for anyone infringing these regulations.

Registration

An online registration form must be completed to join the service and an undertaking to abide by these regulations must be accepted.

Any changes of contact details must be made known to the library services staff.

Personal data held by Library Services is shared with other libraries in the East of England network to facilitate access to NHS libraries across the region and to enable the interlibrary loan process. Guidelines on how we use users' data can be read [here](#).

Loan and renewal of books

Up to 8 books may be on loan at any one time to each user. The standard loan period is 4 weeks. Unlimited renewals are available to users so long as the items have not been requested for a hold for another user. Users can renew items online, in person, by email, or over the telephone.

Items borrowed from NHS libraries from across the East of England are permitted under the same terms. Items on loan from outside of the East of England are subject to the rules of the lending library.

All journals and books marked 'Reference Only' may not be borrowed.

All items must be returned to Library Services before the user leaves the Trust. All users are responsible for items borrowed from library stock and they must be returned to the service and not passed on to another reader.

Return of books

All loans must be returned by the due date or renewed in a timely manner. Users are sent an email reminder that their loans are due for return prior to the due date.

Items on loan remain the property of Library Services, and may be recalled at any time. Items recalled must be returned as soon as possible, and never later than their due date.

Overdue books

Items overdue for more than 7 days will be notified to the reader. A second reminder will be sent for any items which are 14 days overdue and a final reminder sent for items which are 21 days overdue. If any items still remain unreturned after three reminders then a letter will be sent to the reader giving 2 weeks' notice after which the reader will be invoiced for the replacement cost of the item, or its closest replacement if no longer available. An administrative charge will also be levied.

Readers with overdue material may have their borrowing rights restricted until the overdue material is returned, and may have all borrowing rights suspended, at the discretion of the Library and Knowledge Services Manager.

Overdue notices will be sent to the last address notified to the Library Service. Failure to receive such a notice does not invalidate any subsequent action.

Lost or damaged books

The full replacement cost will be charged for any lost or damaged materials. If the book is out of print, the most recent known price will be used, and if that is not possible, a similar or equivalent item will be charged for. A standard administration charge will be levied, and may still be payable even if the item is returned. Many items in the Library stock cost well over £100.

Damage to stock and equipment

Library stock and equipment must not be marked, damaged or defaced. A charge may be made for the replacement cost of any damaged items.

Inter-library loan requests

Payment, in accordance with the copyright regulations, may be requested for the supply of journal articles. The costs of losing or damaging borrowed items may be particularly high if these are from other libraries.

Photocopying

Copyright law must be observed. Individuals are responsible for their own adherence to the regulations. For guidance, contact the Library and Knowledge Services Manager.