# LIBRARY RULES AND REGULATIONS

1. Anyone wishing to use library facilities must show valid ID (Trust ID badge, letter of appointment etc.) and complete a library membership form.

2. A library card will be issued to all registered users. The information contained on this card is unique to each reader and will be needed by library staff. Anyone not in possession of a valid library card will not be permitted to request or borrow books or to use the Learning Resource Centre. If a library card is lost, the reader must inform library staff and a new card must be issued before access to facilities is reinstated.

3. Up to 10 books can be borrowed at a time - usually for a period of four weeks. It is the responsibility of the borrower to check the due date and to return items promptly. Books can be renewed in person/telephone and online. A maximum of two renewals will be permitted before an item must be returned to the library. Reference books and journals may not be borrowed.

4. Items on loan to another reader can be reserved and will be recalled if they are requested by another user. Readers are asked to return recalled items as promptly as possible.

5. Readers are responsible for all items issued on their library card. Charges will be made for lost or damaged items.

6. Readers are asked to inform library staff if they change their home or work address or if their contract of employment/study course comes to an end.

**Readers are encouraged to use the internet, but reminded that it should be used for work purposes only. We would also ask you not to disclose any passwords issued as part of your library membership.**

Users are expected to **show respect and consideration** to other library users and staff. Phone calls should be kept brief.

Library staff reserve the right to suspend or withdraw membership from any reader in breach of library regulations but will always inform the reader why this action has been taken.

**If you wish to view the library rules and regulations please visit the library website**