

**Laxton Library**  
**Peterborough & Stamford Hospitals NHS Foundation Trust**

**Library Service Rules, August 2015**

The aim of the Library and Information Services staff and the services of the Peterborough and Stamford Hospitals NHS Foundation Trust is to facilitate access to appropriate information for the work and personal development of the staff of the Trust, and to contribute to doing this for those working in the local NHS and other related services.

The following regulations are intended to ensure that the Library runs well and provides services effectively for those who use it. They may be altered by the Laxton Library staff and Assistant Director – Learning & Development and Organisational Development as circumstances change.

1. GENERAL

The Library is intended for study, and should be kept as quiet as possible. Audio equipment and mobile phones should be set to silent or low volumes in the Library. Users should bring their own headphones to use when undertaking elearning. The Discussion Room is available for small groups to work together on projects requiring access to information and conversation – please ask at the enquiry desk for details.

Library users should respect the needs of others to work, and adhere to Trust policies with regard to issues such as harassment, smoking and alcohol consumption. Children should not normally be brought into the Library.

The Library Service accepts no responsibility for loss or damage to personal possessions left in the Library. Personal property must not be left unattended.

**Please note that readers may be charged for any damage to Library materials or equipment.**

2. MEMBERSHIP

The Library is available to members of Peterborough and Stamford Hospitals NHS Foundation Trust, and to other local NHS staff and related services where the stock or the services it holds and offers are relevant to the work or study of the people involved. Reference use is available without registration. However, those requiring services, such as to borrow materials, or to request journal articles must register first as library members.

Friends and family of registered users, and members of the public, do not have an automatic right to use the Library. Library staff can grant access to visitors, who must sign in the Visitors' Book.

3. REGISTRATION

Those requiring services or to borrow materials must register first on the form provided by the Library staff, or available from the Laxton Library

webpages or intranet site. Registration details are updated every three years.

All readers must notify the Library immediately of changes of contact details.

Everyone registering to use the Laxton Library must sign an undertaking to abide by the Library Service Regulations.

Access outside staffed hours is available to most registered users. Please ask staff for details. Individuals other than the person with access should not use the Laxton Library outside staffed hours.

The Library Information Services Manager may suspend access to the Library Service for anyone infringing the Library Regulations.

#### 4. DAMAGE TO LIBRARY STOCK & EQUIPMENT

Readers must not mark, deface or damage library stock or equipment. This includes highlighting or underlining in printed materials. A charge will be made for the replacement cost of any damaged items.

#### 5. PHOTOCOPYING & SCANNING

Copyright law must be observed. A poster by the photocopier gives an overview of permitted copying, and individuals are responsible for their own adherence to the regulations. Laxton Library staff can also advise.

#### 6. LOAN OF MATERIALS

**All books or other materials must be returned to the Laxton Library before the user leaves the Trust.** All items of library stock taken out of the Library (books, journals, reports, multimedia) must be issued to the user, who is then responsible for the items until the loan is cancelled by Library staff. [This means that if a reader has finished with an item, they must return it to the Library rather than pass it on to another reader.] Readers may borrow six items at a time.

Readers leaving the Library with books and papers may be asked to show them to Library staff to ensure that the items have been properly borrowed. In the event of the book security alarm sounding, the library staff will ask to check the contents of users' bags.

The most reliable way of issuing materials is for them to be collected in person. Issue of materials in the post will be strongly discouraged but is allowed for staff based at Stamford, and may be possible in some other exceptional circumstances.

The Library staff may decline to issue material or restrict its circulation.

#### 7. RENEWALS

Items may be renewed once, if not required by another borrower, online, by phone or in person. This renewal is not automatic, but will only occur if no one is waiting for the item. The new due date for return will be given when

a renewal is made. Items reserved for another user, or for which an overdue notice has been issued, cannot be renewed. Once renewed, items can be recalled by Library staff at any time.

#### 8. RETURNING LIBRARY MATERIALS

It is the responsibility of the borrower to ensure safe return of the materials issued to them by the due date on the library management system (ELMS).

Books may be returned via staff at the Laxton Library enquiry desk, the self-check machine near the library entrance, or the green book return box near the cash machine in the hospital Atrium.

Items returned to the Library by internal or external post must be adequately packaged and clearly labelled. If they are sent in the Royal Mail, proof of posting is required, and the items should be sent Recorded Delivery. If items are lost in the internal mail, the library reader remains liable for them. [This also means that if a reader has finished with an item, they must return it to the Library rather than pass it on to another reader.]

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

Items for loan may be reserved, and readers will be notified when a reserved item is available. Books will be held from the time of notification for two weeks before the reservation is cancelled. When books are borrowed from other libraries, the loan period may be short, so books should be collected as soon as possible from the Laxton Library.

#### 9. OVERDUE BOOKS

As items approach their due date, an email will be sent to the reader warning them. Items overdue for more than seven days will be notified to the reader by email. Those people still having overdue books one week after the first overdue date will be sent a second email reminder with a note of projected costs to replace the books with the current editions. At three weeks a printed letter with an attached pro forma invoice will be posted, showing the cost of the item(s) plus a non-refundable charge of £15 which are then due.

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 Information Services Manager.

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

#### 10. LOST/DAMAGED MATERIALS

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 will still be payable even

if the item is returned. Readers should be aware than some items in the Library stock cost well over £200.

11. INTER-LIBRARY LOAN REQUESTS

The borrowing of books from other libraries, and the ordering of photocopies or other electronic copies of journal articles, are at the discretion of the Library and Information Services Manager. There is a general limit of three items per week per reader, though this may be varied in future.

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

12. DATA PROTECTION

The Library Service is registered with the IT department for data protection purposes, and personal information held will be treated as confidential. We also report (to the Caldicott Guardian) breaches of data protection which occur when printers are used wrongly and personal data becomes publicly available.

13. COMPUTER MISUSE ACT 1990

Unauthorised access to a computer, programs or data is an offence under the Act, and all library users must comply with the Act.

14. INTRANET/NHSnet/INTERNET ACCESS

Staff who are registered library users and do not have access via a username and password to the Trust network may be logged onto the two public access PCs. Use of the network is covered by the Trust's computer security policy.

15. HEALTH AND SAFETY

Library staff will work to ensure that the Library environment is as safe as it can be, but users also have a responsibility to consider themselves and anyone else who could be affected by the things they do, or don't do, while using the Library. Please inform the Library manager of any health and safety concerns you identify.

16. LIBRARY STAFFED HOURS

The Library's usual staffed opening hours are 9am to 5pm Mondays to Thursdays, 9am to 4pm on Fridays.

*These Regulations will be reviewed annually.*

Approved by Assistant Director – Learning & Development and  
Organisational Development August 2015  
To be reviewed in August 2017