

MFT Academy Library

Regulations

Applies to your use of the Library &
Computer Room

Academy Library 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. Telephones are provided in the ERC atrium to allow you to answer bleep calls.
- 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.

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 healthcare 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 Academy Library.
- 2.5 You **must** return all of the items on loan to you before leaving your job/placement/rotation at MFT. If you wish to continue to use the Academy 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 fines incurred or any other library charges.
- 3.2 First and Second Overdue Notices are sent to you via email (7 & 14 days overdue). If items are still not returned following these notifications, Academy Library will begin invoicing procedures (see 4.3 & 4.4).

4. Fines and invoicing:

4.1 Fines for overdue books are charged at a rate of 5p per day for each overdue item.

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

4.3 Failure to return loans or the refusal to pay fines will result in the suspension of your borrowing privileges. The Academy Library Manager will action invoices via MFT finance department as necessary.

4.4 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
- Overdues fines will continue to accrue on your account until the overdue items are returned.

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 Academy 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:

7.1 Access to the Academy Library and Computer Room is available outside of staffed opening hours.

7.2 Please refrain from using the 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 Academy Library and ERC. 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 Academy Library and the ERC by the nearest fire exit. During staffed hours, the library team will be available to assist you to safely exit the building.

9. How Academy Library will use your personal information:

9.1 The Academy Library manages all of the information you supply in accordance with the Data Protection Act (1998). Academy Library records 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 Academy Library regulations, Academy Library reserves the right to share your personal information with UHSM, 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 Academy Library team.*