

Notes for users

By signing this form, you are agreeing to abide in full by South Central library regulations and the policies of the Trust hosting each service that you use.

1. Library registration cards, user names and passwords are solely for your own use and must not be shared with others.
2. It is necessary to produce your library card in order to borrow items. A charge will be made for the replacement of lost, damaged or stolen cards.
3. It is your responsibility to notify us promptly regarding any changes to your name, contact details or employment.
4. **You accept to be invoiced and give authorisation to have your pay deducted to cover replacement and any administrative costs for non-returned or damaged items following requests for their return.**
5. You accept responsibility for all items from the moment they are issued to you until returned to the library desk. This includes items left at Main Reception or sent via internal/external mail.
6. It is the user's responsibility to return items on or before the date due for return. In the case of books being requested by other users, the usual 2 renewals will not be allowed and books must be returned promptly.
7. In the event of items not being returned, your information may be shared with the Trust, Institution or Academic body that entitles you to use this library. If users have overdue books, they will not be permitted to borrow or reserve further items or place inter-library loan requests until their record is clear.
8. Unauthorised removal or vandalism of library materials will not be tolerated. The Trust will take action against anyone found abusing the Library resources and penalties are imposed on those who do not adhere to the Library regulations.
9. Users are requested to comply with regulations concerning the use of computers in the Library.
10. Users must comply with the Copyright Law in their use of any material they borrow or use in the Library.
11. The Library accepts no responsibility for personal possessions brought into the Library.
12. The use of the Library is at the discretion of the Library Manager and in certain circumstances may be withdrawn.

How we will use your information:

The personal information you have supplied here is processed in accordance with the requirement of the Data Protection Act 1998. It will be held on an electronic database in the operation of retrieving and borrowing material. This information will be shared with NHS Libraries across the South West and South Central. The database is managed by a third party on behalf of the South West and South Central Strategic Health Authorities. Your details will be held for statistical purposes for a period of 18 months after non-use of the library.