

Knowledge and Libraries

Terms and conditions of membership

By making use of services from Sussex Health Knowledge and Libraries you agree to be bound by the following terms and conditions.

The information you provide on joining Sussex Health Knowledge and Libraries is held in accordance with our privacy policy at

www.uhsussex.nhs.uk/pro-resources/knowledge-and-libraries-privacy-notice/

The following regulations exist to safeguard the interests of all members:

1. You can borrow from any of our libraries. The maximum loan is **10 books** and the loan period is **28 days**. Please return or renew the items before the **due date**. The loan period may be extended but items will be recalled if they are required by another reader.
2. Members are required to return overdue books immediately. If a book is damaged or not returned an invoice will be sent for full replacement cost and an administration charge. If not paid, this charge may be deducted from your salary.
3. Members are responsible for books until return has been recorded by our staff. Items are not transferable to another person, and members are **responsible for all items borrowed in their name**.
4. Members must notify library staff of any change to home address, telephone number, work base and leaving date as soon as possible.
5. You must only use the computers for work-related activities in accordance with Trust policies.
6. Use of the library out of hours is at your own risk. Do not leave any personal items unattended.
7. When entering and leaving the library with your swipe card, please check that the doors close properly behind you. Ensure no one else has entered the building after you.
8. Out-of-hours access to the library is a privilege and we reserve the right to remove this access.

LOCATION OF FIRE EXITS

A map showing emergency exits is available in each library. If the fire alarm is sounded, you must leave the library immediately. Only use the fire doors in an emergency, using them at any other time will activate the fire alarm. See below for emergency contacts.

**Failure to comply with these terms and conditions may result in
us contacting your manager or tutor.**

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Sussex Health Knowledge and Libraries is part of University Hospitals Sussex NHS Foundation Trust
www.uhsussex.nhs.uk/library