



Illingworth Library Regulations

The purpose of these regulations is to safeguard the common interests of all Library users and to enable the Library to carry out its functions as efficiently as possible by setting out some basic terms and conditions that apply. The attention of Library Users is drawn to the documents listed at the end that should be read in conjunction with these regulations;

- All health professionals in the Sheffield community and parents/carers and families of current in-patients are entitled to use the Library for reference purposes. Borrowing is permitted by anyone employed by Sheffield Children's Hospital and students on placement from Sheffield Hallam or the University of Sheffield. All other borrowing and use of the services is at the Librarian's discretion.
- Users must inform Library Staff of any changes to their job title, address or other contact details.
- Library users must have their library ticket to borrow, renew or request items (unless done online) and are responsible for all items borrowed on their card. Users must not share their pin number, borrow for other people or pass items that they have borrowed on to other people.
- Items should be returned or renewed on or before the due date. Fines are payable for each working day overdue. Membership accounts will be suspended if fines reach a pre-determined ceiling. The library will pursue the payment of outstanding fines and charges, contacting relevant line managers/tutors/supervisors for assistance.
- Renewals – loans can be renewed by telephone, email, via the app or online when items are not required by another user. An Item can be renewed a maximum of 4 times for a 3-week loan and 7 times for a 1-week loan before it must be returned to the Library.
- Recalls – items that are required by other users are subject to recall. Items must be returned promptly when they are recalled for other users. Additional fines are incurred for non-return of reserved items.
- Reservations – items that are on loan to another user can be reserved. Library staff will recall these items and notify the reserving user when the item is returned and available for collection.
- Returns – items are the responsibility of the borrower until returned to Library staff or the Book Returns box. Items left in the Library or put in the mail are returned at the user's own risk. Users will be charged for lost items.
- Users are responsible for the condition of any items borrowed and will be charged the full replacement cost for any non-return, loss or damage (including a processing charge). Please do not mark books, fold pages or highlight sections of text as this constitutes damage. We check our stock regularly, but if you find an item is damaged before you borrow it you should bring this to the attention of a member of library staff.
- Users who infringe any part of these regulations may be required to leave the Library building and may in addition, have their borrowing privileges suspended for a stated period. Serious infringements may be reported to the appropriate authority.
- The Librarian shall have discretionary power to lend, or to refuse to lend, or to restrict the circulation of any item, or to recall an item from loan at any time.
- When library membership ceases it is the responsibility of borrowers to check that they have no outstanding loans or charges.
- Mobile phones are permitted in the library. Users must switch their phones to silent mode and leave the Library to answer any calls. When playing music, headphones must be used and the music should not be audible to anyone other than the listening user.

- Eating and drinking is permitted in the Library, subject to the Library Manager's discretion. Users must inform staff of any soiling of, or spillages on Library stock, equipment or furniture. Users will be charged for damaged items.
- Copyright is important. Users of photocopying and printing facilities must comply with the provisions of all applicable copyright legislation (including, but not limited to, the Copyright Designs and Patents Act 1988), and licences (including the Copyright Licensing Agency's blanket licence for the NHS).
http://www.libraryservices.nhs.uk/forlibrarystaff/information/nhs_copyright.html
- In addition to the Copyright Licensing Agency's licence governing photocopying, access to many electronic resources (including databases and electronic journals) is subject to licences, which contain important conditions that users must observe. Such conditions may include users' location, restrictions relating to commercial use or use in connection with commercially sponsored research, and limits applying to downloading, copying or printing. Users are responsible in every case for apprising themselves of applicable licence conditions, and must undertake not to breach them.
- Users must observe the Trust/University policy on the use of internet and email when using library computers.
- By completing the Library Registration form users indicate their understanding of and acceptance of the Library regulations. Breach of regulation could result in restrictions to services and in extremis withdrawal of membership.
- The Librarian shall have authority to prescribe, alter and amend specific regulations as may be required. These concern the circulation of items and the use of the Library, including such details as opening hours, loan periods, and the times when items may be borrowed, the number of items which may be on loan at any one time, renewal, reservation, recall, and return procedures.
- Any person who is disagrees with the decision of the Library to impose a fine or other penalty may follow the library complaints procedure.
- The Trust accepts no responsibility for the quality or usefulness of information or data produced by third parties and supplied by or through the facilities of the Library, and accepts no liability for any loss damage or other claim arising from use of such information. The Library does not guarantee the availability of library services, either at physical premises or delivered by the Trust network
- The Trust accepts no responsibility for personal belongings left anywhere in the Library building at any time.

OTHER DOCUMENTATION

Library Website

The Library's web pages provide pages of information about services and facilities, and direct links to a wide range of electronic information - <https://www.sheffieldchildrens.nhs.uk/illingworth-library/>

The following documents may be viewed on/downloaded from the website
<https://www.sheffieldchildrens.nhs.uk/illingworth-library/documents-and-forms/>

Library Charter and Service Delivery Standards

The Library Charter relating to the Library lists the most important conditions concerning access to and use of the Library and its services and facilities. They can be consulted on the library website. It is a condition of use of the Library that every user is aware of the terms of the Charter and Regulations.

Quality Statement

The quality statement includes the Library's mission statement, operational standards and user's role.

Library Guide

The Library provides a printed guide to its services; this is available from the Library enquiry point or via the website.

Library Charges

The library charges for some of its services, these may be viewed on the library website.