

NORTH EAST NHS LIBRARY & KNOWLEDGE SERVICES

JOINT REGULATIONS FOR LIBRARY USE

1. **General**

These joint regulations for library use apply to the use of, and the lending of items from the following library services:-

County Durham and Darlington NHS Foundation Trust
Gateshead Health NHS Foundation Trust
Newcastle Hospitals NHS Foundation Trust
North Tees and Hartlepool NHS Foundation Trust
Northumberland, Tyne and Wear NHS Foundation Trust
Northumbria Health Care NHS Foundation Trust
Tees, Esk and Wear Valleys NHS Foundation Trust

2. **Users eligibility**

- 2.1 All NHS staff working for the above Trusts are eligible to join the NHS Library & Knowledge Services, and use any of the libraries in the Trusts listed above.
- 2.2 All NHS students on placement in the Trusts listed above are eligible to join the NHS Library & Knowledge Services, and use any of the libraries in those Trusts for the duration of their course. Other students may be eligible to join for the duration of their placement.

3. **Admission and Registration**

- 3.1 Staff should register with one library at their Trust library service listed above. Students should register at the library nearest to their main placement. This is their home library.
- 3.2 Other local rules and regulations specific to the individual library service may be given out at registration. Members who infringe any regulation may have their borrowing privileges suspended by all the libraries listed above, for a stated period. Serious infringements may be reported to the appropriate authority.
- 3.3 If the user wishes to use other libraries it is their responsibility to ask for, and familiarise themselves with any additional local rules and regulations on arrival at the new library.

4. Borrowing items from libraries

- 4.1 Members must possess a current library ticket and produce this ticket in order to borrow items.
- 4.2 Members are responsible for items borrowed in their name, with their library ticket. Therefore members should not lend their library ticket, or items borrowed with it, to any other party.
- 4.3 Members can use any of the libraries in the Trusts listed above to borrow items. Members have an overall loan limit of 10 items.
- 4.4 No item of stock may be removed from the library unless it has been issued by a member of library staff or through a self-issue procedure.
- 4.5 Members should return all items by the due date in good condition.
- 4.6 Members may be invoiced for the full cost of replacing damaged and non-returned items, plus an additional administrative and handling charge in some Trusts.
- 4.7 Items can be renewed by telephone, in person, or via the web catalogue up to a maximum of two renewals, as long as the item has not been requested by another user.
- 4.8 Some services, such as inter library loan requests and reservation requests may only be available from the members home library.

5 Data Protection

Uses of your information

- 5.1 When completing the library registration form you will be asked to provide data so we can contact you about the library stock loaned to you. We store your name, full work and/or home address, telephone number(s), job title, academic institution where relevant, and preferred email address(es) to which automated messages regarding items we loan to you will be sent.
- 5.2 The Library and Knowledge Services management system is made available in the Trusts mentioned above and is used:
 - To record contact details for the purpose of loaning library stock
 - To record loans of stock to users

- To send notifications to users about their loans
- To provide management information for library staff on usage and membership.

We rely on your consent to process information for the above purposes.

- 5.3 Where necessary, information may be passed to your local finance department and/or debt collector agencies for the purpose of collecting goods or outstanding debts in relation to lost or overdue items. We do not rely on your consent to do this. It is in the legitimate interests of Library & Knowledge Services to process your personal information in this way.

Your Rights

- 5.4 Members must inform their home library service of any changes to name, address, telephone or email address. If the library hold any incomplete or incorrect information about you, this may be completed and/or corrected by contacting your home library.
- 5.5 If you no longer wish to be a member you may contact your local Library service who will remove you from the system. You may rejoin as a member at any time.
- 5.6 All information held by the library will be kept confidential in accordance with the Data Protection Act (2018). The personal information you have supplied to the library will be stored by North East Library & Knowledge Services and shared with our library system supplier for the purpose of administering your account and contacting you when necessary.
- 5.7 **Your personal information will be held on the library system for 3 years, at which point you will be asked to re-register. If you do not re-register your personal information will be removed at this point.** You can re-register with the library service at any point in the future should you change your mind.

You can find further information in your local organisation's fair processing notice. Library staff can provide you with a copy of this, or direct you to it.