

### **Terms & Conditions of Library Membership**

- Library members are entitled to borrow up to 10 items for 4 weeks.
- Items can be renewed up to 5 times.
- Books should be renewed or returned by the due date stamped as fines are charged on all overdue material.
- Invoices will be raised for all non-returned books and resources after a given period.
- Any change of personal details should be notified to the library in order to update the library management system.
- The Library team aims to provide a pleasant environment in which to use the resources and services. Please support the staff and consider other Library users by keeping noise to a minimum.
- Mobile phones should be switched to silent mode and calls taken/made outside the library.
- Food and drinks are permitted in the library. Please dispose of any litter in the bins provided.
- A CCTV system is in operation within the Library and wider Education Centre to aid the prevention, investigation and detection of crime and the Centre users' safety.
- Photocopying must comply with current copyright legislation and terms of the NHS Copyright Licensing Agency (CLA) Licence. Further details are located next to the photocopier.