



Library Services, HSE West



Reader Registration Form

To ensure that all contact information is up to date and correct we request that all users of HSE West Library Services complete this form and return it to a member of staff as soon as possible.

Personal details are required only for those individuals who wish to utilise the facilities and services of the Library.
All personal information is strictly confidential

Please use BLOCK CAPITALS

User Details

First Name(s) Surname
Personnel No.
ID Card No.

Work Details

Job Title
Permanent
Contract Finish Date:
Work Location (Hospital/Unit) Department
Line Manager
Work Telephone No. Work Fax No.
Work email Bleep No.

Alternative Contact Details

Home Address Home Tel. No.
..... Mobile No.
..... Email

I the undersigned confirm that the above information is true and accurate and I agree to abide by the rules and regulations of the Library Service:

Signature: Date:

Office Use Only

Home Library: Reader Category: Expiry Date:
Heritage DateEntered: Initials:

Library Rules and Regulations/Code of Conduct

Revised November 2007 - 27/11/07

Admittance

- The library facilities are for use by HSE – West employees only.
- Partner organisations, as well as Nursing and Medical students on placement, are welcome to use the library as a reference resource.
- Staff must fill out, and sign, a registration form in order to borrow items from the library stock.

Borrowing

- Staff may borrow up to three books at any one time for a period of two weeks. Borrowers may renew items after this, provided that such items have not been reserved by another user and are not overdue.
- There is a maximum of two consecutive renewals per item, after which the items must be returned to the library and placed back into circulation. No further items may be borrowed by a user until all overdue books are returned.
- It is the responsibility of the borrower to take note of the due date and to ensure items are returned on time.
- The borrower is responsible for the safekeeping of a book until it has been returned and the loan record cancelled. Borrowers may not transfer an item they have borrowed to another person.
- Upon receipt of an urgent recall notice, or phone call, a book must be returned within 24 hours.
- A reader damaging or losing a book belonging to the Library, shall be liable to pay the cost of a replacement copy.
- Journals, reference material and some special collections such as Government Publications may not be borrowed.
- The Librarian may, at his or her discretion, stop the lending out of books in immediate demand and reserve them for consultation within the library.
- In order to borrow books from another library location, users must be registered with their local library. If they are not registered users, they must first contact their local library and register there, before any other action can be undertaken.
- Borrowing privileges may be withdrawn on infringement of these regulations.

Copyright

- Please pay attention to the Copyright & Related Rights Act 2000 and the consequent regulations which update the law on the making of photocopies of library materials.
- *Restrictions*

Books: 1 complete chapter to a maximum of 5% of the work.

Journals: As many articles in a journal volume as there are issues in each volume. For example: 12 articles from a volume, where there are 12 issues in each volume. Or 10%, whichever is greater. For example: if there is one issue per volume, then 10% of the volume may be supplied.

Internet Policy

- Please familiarise yourself with the HSE – West Internet policy.
- Computers provided are for educational and research purposes only. They may not be used for messaging, chatting or any form of e-commerce for example shopping, gambling.
- Users are not permitted to make any unauthorised adjustments to any Library IT equipment, settings or software.

General Rules

- Users must act in a manner which is not disruptive to others.
- Mobile phones must be silenced in the library. Users are requested to take their calls outside the library. Internal Phones are provided outside library areas.
- The consumption of food and drink is prohibited in the Library.
- The library is not responsible for any property left unattended.
- Readers should not attempt to leave the library with an item that has not been checked into their account.
- Cutting, tearing, defacing or destroying books, journals or other Library materials is prohibited.
- Users will not write in, or otherwise mark, items belonging to the Library.
- Fire exits must be kept clear at all times.
- Readers must vacate the Library and the building immediately by the nearest emergency exit when asked to do so because of an emergency or the threat of fire. The instructions of Fire Marshals must be followed.
- All library users must behave in a considerate manner towards library staff as well as other library users.
- The Librarian may exclude from the Library any person who infringes upon the Library rules, or in any way interferes with the convenience of Library users or the work of the Library.

By Order of the Regional Librarian, Tony Linnane