# LIBRARY REGISTRATION FORM

Library User Number (to be completed by library staff):

<table>
<thead>
<tr>
<th>Surname</th>
<th>First name</th>
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Work Address:

<table>
<thead>
<tr>
<th>Personal email address</th>
<th>Personal mobile phone</th>
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| IF YOU ARE A STUDENT |
|----------------------|----------------------|
| Student Number       | Staff number         |
| Student email        | Work email           |
| Supervisor           | Job title            |
| On placement         | Hospital             |
|                      | Department           |
|                      | Head of Department   |

| IF YOU ARE HSE STAFF |
|----------------------|---------------------|
| Staff number         | Work email          |
| Job title            | Department          |
| Hospital             | Head of Department  |
| Permanent Staff      | Temporary Staff     |
|                      |                     |

I have read and accepted the library circulation policy and conditions of use

<table>
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<tr>
<th>Signed</th>
<th>Date</th>
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Don’t forget to sign!
1. **Regional Medical Library - Circulation policy and conditions of use**

1.1 Borrowing privileges are available to all HSE Mid-West staff (i.e. those in possession of a HSE Mid-West SAP/personnel number) and UL Medical, Nursing and allied health students.

1.2 Reference facilities only are available to clinical attachments, observers, new recruits pending registration who do not have a valid SAP/personnel number, and students on short-term placements (e.g. four to six weeks) from other universities.

1.3 Staff and students must produce a valid form of identification (e.g. a HSE Mid-West staff card or UL student card) and complete the relevant registration form in order to borrow items from the library’s collection.

1.4 Staff and students may borrow up to three books at any one time for a period of two weeks.

1.5 Borrowers may renew items after the initial lending period, 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 items must be returned to the library and placed back into circulation.

1.6 It is the responsibility of the borrower to take note of the due date and to ensure items are returned on time. No further items may be borrowed by a user until all overdue books are returned.

1.7 The borrower is responsible for the safekeeping of a book until it has been returned and the loan record cancelled. Library users are liable for the replacement of lost or damaged loan items. Users are not permitted to write in, or otherwise mark, items belonging to the Library. In the event of permanent departure from the HSE Mid-West, library users must ensure that all loan items are returned to the library.

1.8 Journals, reference material and some special collections such as Government Publications may not be borrowed. Books in immediate demand may be reserved exclusively for consultation within the library at the discretion of the librarian.