



National Health Library and Knowledge Service Access Policy



This access policy specifies access rights to designated library services as listed on the National Health Library and Knowledge Service website at <http://hselibrary.ie/category/your-local-library/>.

The aim of the access policy is to:

- clarify access arrangements for authorised service users
- clarify procedures for library staff
- ensure equity of access to local library services across the HSE and Department of Health

LIBRARY MEMBERSHIP

Authorised service users (see “Authorised Service Users” below) should register with their local library by completing and returning a library membership form. Membership forms are available via local library services. Please visit <http://hselibrary.ie/category/your-local-library/> for a complete list of libraries in the National Health Library and Knowledge Service.

AUTHORISED SERVICE USERS

Authorised service users are defined as follows:

Category	Description	Access Entitlements
HSE or Department of Health Staff	Permanent, temporary or retired members of staff of the HSE or Department of Health.	Staff are entitled to loan rights as defined by the local library service and to 24/7 access to purchased electronic resources via personal OpenAthens sign-in.
Agency Staff	Staff employed via an agency for the duration of their employment with the HSE or Department of Health. This category does not include all staff registered with any specific agency.	<p>Agency staff employed for a continuous period of 4 weeks or more are entitled to loan rights as defined by the local library service and to 24/7 access to purchased electronic resources via personal OpenAthens sign-in.</p> <p>Agency staff employed for a period less than 4 weeks are entitled to reference access to library collections and to on-site access to purchased electronic resources via generic OpenAthens sign-in.</p>
Seconded Staff	Staff on secondment to the HSE or Department of Health from another institution or organisation for the period of their secondment.	<p>Seconded staff employed for a continuous period of 4 weeks or more are entitled to loan rights as defined by the local library service and to 24/7 access to purchased electronic resources via personal OpenAthens sign-in.</p> <p>Seconded staff employed for a period less than 4 weeks are entitled to reference access to library collections and to on-site access to purchased electronic resources via generic OpenAthens sign-in.</p>
Contract Staff	Staff contracted to the HSE or Department of Health for the duration of their contract.	Contract staff employed for a continuous period of 4 weeks or more are entitled to loan rights as defined by the local library service and to 24/7 access to purchased electronic resources via personal OpenAthens sign-in.

Category	Description	Access Entitlements
		Contract staff employed for a period less than 4 weeks are entitled to reference access to library collections and to on-site access to purchased electronic resources via generic OpenAthens sign-in.
Students on Clinical Placement	Undergraduate or postgraduate students on clinical placement at a HSE or Department of Health location for the duration of their clinical placement.	Students on clinical placement for a continuous period of 4 weeks or more are entitled to loan rights as defined by the local library service and to 24/7 access to purchased electronic resources via personal OpenAthens sign-in. Students on clinical placement for a period less than 4 weeks are entitled to reference access to library collections and to on-site access to purchased electronic resources via generic OpenAthens sign-in.
Tutors	Tutors providing training at a HSE or Department of Health location for the duration of the educational programme.	Subject to authorisation by the Regional Librarian or Library Manager, tutors are entitled to reference access to library collections.
Walk-In Users		Subject to authorisation by the Regional Librarian or Library Manager, walk-in users are entitled to reference access to library collections.

Authorised service users wishing to join a library should be aware that confirmation of their eligibility is required and may mean that a decision cannot be made instantly. However, all decisions as to the eligibility of a given applicant will normally be communicated to the applicant within 3 working days.

LOAN SERVICES

Authorised service users with loan rights as specified in "Authorised Service Users" above are eligible to take items on loan from library collections. Loan entitlements and the loan periods of library materials are determined by the policy of the local library service.

In the event of overdue items residing on a library account, no additional items may be taken on loan. In the event of permanent departure from the HSE or Department of Health, library users must ensure that all loan items are returned to the library.

In the event of repeated breaches of library circulation policies, the National Health Library and Knowledge Service reserves the right to suspend loan privileges indefinitely.

Each library user is responsible for the replacement costs of items lost or damaged while on loan to the user.

PHOTOCOPYING AND PRINTING SERVICES

The supply of photocopies of extracts from documents in library collections is regulated by and provided subject to the provisions of the law of copyright. The supply of photocopies of extracts from documents in library collections is provided subject to such charges as may be imposed by the local library service.

The supply of extracts from documents held in electronic resources is regulated by agreements in force with commercial and other suppliers concerning the copyright in those documents. The supply of extracts from

documents held in electronic resources is provided subject to such charges as may be imposed by the local library service.

ENQUIRY AND RESEARCH SERVICES

All authorised service users regardless of geographic location may avail of simple enquiry and research services.[†]

At the discretion of the Regional Librarian or Library Manager and subject to such charges as may be imposed by the local library service, additional enquiry and research services may also be provided. Additional enquiry and research services may include mediated searching and complex enquiry services: eg clinical queries and the research request service

ELECTRONIC RESOURCES

Authorised service users are entitled to access purchased electronic resources via personal or generic OpenAthens sign-in.

Access to and reproduction of electronic resources and online content made available through the National Health Library and Knowledge Service is governed by license agreements with vendors. In accessing licensed electronic resources, all library users should:

- limit usage to non-commercial or personal research purposes
- respect institutional access by not sharing their OpenAthens sign-in with others

In general, library users may not systematically download, distribute to non-authorised users or retain large amounts of licensed information: eg download all articles in a journal issue or engage in large-scale archiving of online content to create a separate repository.

REVIEW

This policy is subject to annual review and amendment by the National Health Service Librarian.

[†] Here, simple enquiry services are defined as directional or procedural information transactions — for example, guidance on the layout of library shelves, assistance with public access catalogues, supply of and assistance with local library documentation, etc.