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Title :	Circulation policy		
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Justification

This procedure describe who can borrow books and for how long.

Process

1. Access policy

- 1.1 Library facilities may be used by all HSE Mid-West employees.
- 1.2 Staff affiliated with partner organisations (e.g. Brothers of Charity Services), as well as medical, nursing and allied health students on placement are also permitted to access the physical library on production of a valid form of identification and/or letter of introduction.
- 1.3 Hours of service: 24 hour access is available to all HSE Mid-West staff in possession of a HSE ID swipe card. Staffed services are available from 9am-1pm; 2pm-5pm, Monday-Friday excluding public holidays.

2. Circulation policy and conditions of use

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 Staff and students may borrow up to three books or CD/DVDs at any one time for a period of two weeks.
- 2.5 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.
- 2.6 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.

- 2.7 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.
- 2.8 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.
- 2.9 The Copyright & Related Rights Act 2000 applies in relation to the copying and reproduction of library materials. The full text of the Act is available for consultation at <http://www.irishstatutebook.ie/2000/en/act/pub/0028/index.html>

It is the responsibility of readers to familiarise themselves fully with all regulations and conditions of use prior to borrowing library materials.