

Your responsibilities

You must report lost or damaged items immediately.

You must pay to replace any lost or damaged items. You will be charged by the library that owns the item with the replacement cost. This may include an admin charge. Overdue fines must be paid in addition.

Members agree to receive notification of reserved items available for collection and overdue items. However, members can opt-out of receiving service announcements such as library news, please let us know.

Trust IT policies, local library policies and copyright legislation must be abided by.

On the last date of your placement, employment or eligibility to use the service, all items on loan must be returned.

For your information...

Inactive membership records will be deleted two years after membership expires.

A complaints procedure is in place at all Base Libraries.

Full details of all the libraries in the Base-Library consortium can be found at www.base-library.nhs.uk.

The information in this leaflet forms the terms and conditions of your Base-Library membership. We reserve the right to amend this information at any time.

March 2011

NHS



**Your
Base-Library
Membership:
Important
Information**

www.base-library.nhs.uk

Who can join?

All NHS and Social Services staff working in Trusts and NHS students on placement in Birmingham, Solihull, Dudley, Sandwell, Walsall and Wolverhampton are eligible to register as a Base-Library member.

Non-NHS employees and NHS employees outside the 'Base' region can use Base libraries for reference purposes and can apply for external membership at an annual cost of £50.

What can I borrow?

Members can borrow a total of six standard loan items for four weeks from any Base Library.

Students on placements and external members can borrow a total of four standard loan items for two weeks from any Base Library.

Books sourced from libraries outside the 'Base' area do not count towards your Base borrowing limit.

Members can reserve up to six items at any one time (Student and External members up to four items).

You can renew an item twice without returning it. If you wish to borrow the item again, it should be made available to other members first for at least one week. Except where there are sufficient copies available in the library, at that time, for all members to use.

Journals cannot be borrowed.

You cannot borrow any items until your details have been recorded on the Base-Library system.

Members can borrow from and return items to any Base library (if visiting in person, please check with the library for access details).

What charges might I incur?

Items borrowed must be returned by the due date. All members are liable for any fines incurred due to the late return of items as follows:

- 20p per item per day for standard and two week loan items (up to a maximum of £5.00)
- 50p per item per day for 7 day loan items (up to a maximum of £5.00)
- £1 per item per day for special loan items (up to a maximum of £10.00)
- £2 per item per day for laptops and associated equipment (up to a maximum of £50.00).

If you incur fines of £5.00 or more, all borrowing rights will be suspended until fines are paid (with the exception of External members who are not permitted to borrow if any fines are owed).

You may be charged for items supplied from outside the 'Base' area or for journal articles held by Base, charges may vary.

Please remember...

...your membership card. You must produce this when borrowing items.

Apart from in exceptional circumstances, you will be charged for a replacement card if lost or damaged. This charge may vary.

Please tell us immediately if your contact details change.