

Last updated: May 2018

Library Regulations

1. Anyone wishing to borrow items or use the library outside staffed hours must be a registered member of the library.
2. Library members must inform us of changes to their work or contact details as soon as possible.
3. Individuals must not share their out of hours access tag with other people or allow anyone else access to the building or the library outside staffed hours.
4. Library members must respect other users of the library and conduct themselves in an appropriate manner.
5. Fines on overdue books will be paid in accordance with library policy.
6. Library members must not mark, deface or damage library stock.
7. Items can only be taken out of the library if they have been issued to the library record of the person taking them. Self-issue/return machines are available. The electronic theft detection system and CCTV systems will be activated if anyone attempts to remove books or journals that have not been issued.
8. Anyone using library computers must abide by the computer, email and internet use policies/regulations of University Hospitals of Leicester NHS Trust and University of Leicester.
9. Unattended bags should not be left in the library. Lockers are available for users to leave their belongings securely for short periods.
10. Photocopying, printing and scanning must comply with the Copyright, Designs and Patents Act 1988 or other relevant legislation/licences.

Data Protection Statement

The information that you provide to us via this form is used to offer you library and knowledge services during your employment, studies or placement with the NHS or other healthcare or academic organisation. This form is operated by JotForm (<https://www.jotform.com>), a US based company and the information is then entered onto our library management system. Your information will remain on the JotForm server after you submit the form and on the library management system for the duration of your library membership. The library system uses a server in the UK operated by IS Oxford (<https://www.isoxford.com>). A paper or online version of this form may additionally be stored to assist the work of library staff while you are a member of the UHL Libraries & Information Services. If you do not wish to use this online form, you can come into one of the libraries and fill in a paper form.

We will try to keep your details as accurate as possible. Every year we will ask you to update your details. If we do not hear from you after several attempts to contact you, your details will be deleted from our system. You have the right, at any time, to see what information we hold about you, have any information corrected, request that we delete any information we hold about you. However please be aware that if you ask us to delete some or all of your information, it may affect what services we are able to offer you.

If you have any concerns regarding how we use this information, or you have any questions, please do not submit this form but rather contact one of the library team.

We never pass your details on to other organisations unless required to by law.

Please also note that:

- 1) Tags providing 24 hour access to the library carry personalised electronic information. The information stored about an individual's access to the library may be used to: a) assist in the detection of crime; and b) provide evidence of crime.
- 2) CCTV recording is in operation in the library. The recordings may be used to a) assist in the detection of crime; and b) provide evidence of crime.