

Knowledge and Libraries

Terms and conditions of membership

By making use of services from Sussex Health Knowledge and Libraries you agree to be bound by the following terms and conditions.

The information you provide on joining Sussex Health Knowledge and Libraries is held in accordance with our privacy policy at www.uhsussex.nhs.uk/pro-resources/knowledge-and-libraries-privacy-notice/

The following regulations exist to safeguard the interests of all members:

1. You can borrow from any of our libraries. The maximum loan is **10 books** and the loan period is **four** weeks. Please return or renew the items before the **due date**. The loan period may be extended but items will be recalled if they are required by another reader. You can renew books yourself by logging onto the catalogue with your membership number and PIN or at the self-issue kiosks. You can also renew in person, by telephone or email. Books can be renewed twice.
2. Members are required to return overdue books immediately. If a book is not returned an invoice will be sent for full replacement cost and an administration charge. If not paid, this charge may be deducted from your salary.
3. Items are not transferable to another person, and members are **responsible for all items borrowed in their name**.
4. Members are responsible for books until return has been recorded by our staff.
5. Books must not be defaced or marked in any way. Damage to or loss of library materials will be charged to the member at the current replacement cost.
6. Members must notify our staff as soon as possible of any change to home address, telephone number, work base and leaving date.

Failure to comply with these terms and conditions may result in us contacting your manager or tutor

Thank you for your compliance with these conditions

August 2023