

How to use the Library

Please report to main reception to obtain the key if the door is locked.

1. Please complete a 'Joining the library' form if you have not done so already.
2. Refer to the Categorisation system a-z illustrated in Perspex holder on corner shelf.
3. Choose your book/s. You may borrow up to 2 books at any one time.
4. Remove the small white card from inside the front cover and complete your name and the date.
5. Leave the card in the small grey box on the library table.
6. You may borrow the book for up to 3 weeks.
7. Journals are to be taken out of the library by hospice staff only.
8. Journal articles may be photocopied at a cost of 6p per sheet for external library users.
9. When returning your book, please leave it on the corner shelf marked 'Returned Books'.
10. If you are unable to return it to the Library, please leave the book at the main reception which is situated on the ground floor.
11. If you do not return your book by the 3 week return date, you will receive a polite reminder.
12. If the book is lost unfortunately, we will need to ask you to pay for a replacement copy.

*Thanks for using the library. Suggestions on how to improve the service will be happily received.
Sue Goold, Education Facilitator, ext. 222*