

**St Catherine's Hospice
Turner Library and Information Service Membership Form**

PLEASE COMPLETE IN FULL USING BLOCK LETTERS.

1. USER/OWNER/MANAGER DETAILS:

Surname:.....**Forename**.....
Title: *Dr Mr Mrs Ms Miss Other*..... (please circle)
Job Title:.....

2. USER DETAILS/CARE HOME DETAILS:

Name of Care Home:.....

Full Address:.....
.....

Post Code:.....**Telephone No:**.....

If part of a group or owned by a company, please give details of Head Office or Company's Registered Office including Company Number :

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.....

3. Email (please write clearly)

.....

I have read and understood the library terms and conditions set out over leaf and agree to abide by them. I will notify the library service if any of the details listed above change.

Signature.....

Date.....

Position:.....

LIBRARY TERMS AND CONDITIONS:

1. An annual fee of £25 is payable for the membership and use of the Turner Library. All Library fees are subject to an annual review.
2. Services provided as part of library membership include:
 - Borrowing of Books, Videos, CD-Roms, Audio Tapes, DVDs
 - Access to professional journals stocked by the Library
 - Access to reference only materials held by the Library
 - Access to the internet for research purposes only
 - Access to photocopying facilities subject to a fee of 5pence per A4 side and copyright regulations
 - Access to librarian support.Additional services are available for an additional fee; details supplied upon request.
3. Five library cards will be issued to all registered home users and one to each individual user. The information on each card is unique to each registered Care Home. Staff from a registered Care Home wishing to use library facilities must show a valid card. Anyone not in possession of a valid library card will not be permitted to request or borrow books. If a library card is lost, the user must inform library staff and a new card must be issued before access to facilities is reinstated. There will be a charge of £5.00 for replacement cards.
4. Up to four items can be borrowed on one card at any one time – usually for a period of four weeks. It is the responsibility of the borrower to check the due date and to return items promptly. Overdue books and items are charged at the rate of 10 pence per day. Books can be renewed in person, by telephone or by e-mail and a maximum of two renewals will be permitted before an item must be returned to the library. Reference items and journals may not be borrowed.
5. Items on loan to another reader can be reserved. If a book or other item is reserved, it can not be renewed.
6. All items for loan must be issued by a member of library staff or by a library volunteer. Items may not be borrowed outside library opening hours.
7. Registered Users and Care Homes are responsible for all items issued on their library card. If any library item is lost or damaged, the cost of replacing the item plus a £5 administration fee will be charged to the registered user or Care Home.
8. Registered users are asked to inform library staff if any address or contact details change.
9. Photocopying facilities are provided but readers are responsible for complying with copyright legislation. Conditions are displayed by the photocopier.
10. Registered users and Care Home staff are permitted to use the computers for internet access, but are reminded it should be used for library and research purposes only. We would also ask all registered Care Homes and their staff not to disclose any passwords issued as part of your library membership. Users are asked to note and advise their staff that all internet transactions are logged and scrutinised.
11. St Catherine's Hospice reserves the right to suspend or withdraw membership from any user or registered Care Home in breach of library terms and conditions but will always inform the manager/owner why this action has been taken.

Signing this form indicates understanding and acceptance of the Turner Library's Terms and conditions and any breach of these Terms and Conditions could result in withdrawal of membership.

Please return this form to: Joanna Tuck Librarian Assistant
St Catherine's Education and Training Centre
Malthouse Road Crawley RH10 6BH
Tel: 01293 447354 E-mail: joannatuck@stch.org.uk