

Library Policy

- 1) Keyll Darree library is for:
 - Employees of Manx Care and Department of Health and Social Care (only group eligible for online Athens access)
 - Students studying health and social care related topics
 - Staff working in private health and social care organisations - including charities
 - Anyone with an interest in health and social care topics, access during staffed hours.
- 2) Library users are asked to remain respectful of other users at all times. Low levels of conversation are permitted in the main library and IT room, the quiet room must be silent, and if repeated warnings about noise or behaviour are ignored users may be asked to leave the library. In extreme cases, access may be removed.
- 3) Staffed opening hours are determined by the Library and Information Services Manager and may be subject to change from time to time. Advanced notice will be given of any changes as soon as possible.
- 4) Library users are responsible for all items on their account, if an item is damaged, lost, or not returned then the cost of replacement plus a £5 administration charge will be payable
- 5) Users must comply with the Copyright Act (see above the printer, or ask a librarian for more information)
- 6) Food and drinks are not allowed in the IT room. In other sections of the library users may eat as long as the foodstuffs are not hot or smelly.
- 7) Users must switch their phones to silent, and take calls outside the library. Bleeps are permitted (there is an internal phone to respond) but please be considerate of other users.
- 8) All computer use must comply with the Government and hospital's appropriate usage policies (e.g. "Electronic Communications Inappropriate Use"). Failure to comply may lead to disciplinary action or an access ban.
- 9) 24/7 access is available via proximity cards for Manx Care and Department of Health and Social Care employees with a clear study need (please speak to a member of staff for more information). Security staff will check for unauthorised use and remove anyone who does not have ID. Anyone found abusing out of hours access will have it withdrawn.

Staff members are well-trained, qualified, library professionals who strive to provide excellent service to every patron.

Reviewed June 2021