

1. Membership	
1.1	All NHS and Social Services staff working in Trusts and NHS students on placement in Birmingham, Solihull, Dudley, Sandwell, Walsall and Wolverhampton will be eligible for registration as a member of the Base Library Service.
1.2	Non-NHS employees and NHS employees outside the 'Base' region can use Base libraries for reference purposes and can apply for external membership at an annual cost of £50.
1.3	Inactive membership records will be deleted two years after the expiration of such membership.
2. Member Entitlements	
2.1	A member can borrow a total of six standard loan items for four weeks.
2.2	Students on placements and external members can borrow a total of four standard loan items for two weeks.
2.3	Members can reserve up to six items at any one time (Students and External Members up to four items).
2.4	All members must produce their membership cards when borrowing stock.
2.5	Members can borrow items from any Base Library.
2.6	Members can return items to any Base Library (if returning items in person, please check with the library for access details, see www.base-library.nhs.uk).
2.7	Members requesting items sourced from outside the 'Base' area may be charged, such charges may vary.
3. Member Restrictions and Penalties	
3.1	Members must report any loss or damage to their membership cards. Except in exceptional circumstances, there will be a charge for replacement (usually £1, but is dependent on the cost to the particular Trust).
3.2	Members cannot borrow any item until their details are recorded on the system.
3.3	Journals will not be issued out for loan.
3.4	Items borrowed must be returned by the due date. Members are liable for any fines incurred due to the late return of items. The following fines apply to overdue items for all users: <ul style="list-style-type: none">• 20p per item per day for standard and two week loan items• 50p per item per day for 7 day loan items• £1 per item per day for special loan items.
3.5	If members incur fines of £5.00 or more, all borrowing rights will be suspended until fees are paid (with the exception of External Members who are not permitted to borrow if any fines are owed).
3.6	The maximum fine that is charged per item is as follows: Standard and 2 week loan items = £5.00, 7 day loan items = £5.00 and Special loan items = £10.00.
3.7	Any item can only be renewed twice to the same member. If the member wishes to borrow the item again, it should be made available to other members first, for at least one week, before the borrower can take the item on loan again. Except for where there are sufficient copies available in the library, at that time, for all members to use.
3.8	Members must report lost or damaged items immediately.

3.9 Members will pay for any damage to stock. Members will be charged with the cost of replacing a lost or damaged item, by the library that owns the item. This may include an administration charge. Overdue fines for the item must be paid in addition to these charges.

4. Member Responsibilities

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| 4.1 | Members wishing to use library IT facilities must sign and abide by relevant Trust IT policies. |
| 4.2 | Members are responsible for notifying the library immediately of any change of personal details, for example, change of address. |
| 4.3 | For your information, a complaints procedure is in place at all Base libraries. |
| 4.4 | Copyright legislation must not be infringed. |
| 4.5 | Users must abide by any local policies which apply. |
| 4.6 | On the last date of a Member's placement, employment or eligibility to use the service, all items on loan must be returned. |