

# Associate Membership

Associate membership of the library is granted to those with a specific identifiable need to use the collection which could not be met by the public library services (e.g. in support of professional development or personal research activity).

The per annum fees for Associate Membership are as follows:

- Individuals £150
- Corporate £600 for up to five named members and a further £600 for each five named members thereafter

Associate Membership can be for 6 months at the appropriate pro rata fee.

To apply please complete the application form and send an accompanying letter to the address at the end of this leaflet, explaining your reason for requiring access to the collection.

Proof of your name and current address and a current email address will be required.

## **Borrowing**

You can borrow up to **6** items from the **7 day or 21 day loans**.

Reference items and journals cannot be borrowed and can only be used within the library.

You can reserve items in person, by phone or by email.

You are allowed 4 unseen renewals unless the item is reserved. You can renew an item in person, by phone or online at the library catalogue SWIMS [www.swims.nhs.uk](http://www.swims.nhs.uk)

The charges for lost items are as detailed in the regulations overleaf.

## **Photocopying**

Library material may be copied, subject to copyright restrictions. Copying library material for commercial purposes is not allowed under Copyright law. Costs are as follows

Black and White: 5p per A4 page 10p per A3 page

## **Enquiry service**

Assistance will be provided in using library resources and facilities and a reference enquiry service will be available, but longer enquiries and research work will be subject to an additional charge.

## **What is excluded from Associate Membership?**

No access to PCs or licensed electronic resources is available.

The library cannot fulfil inter-library requests for items for commercial purposes. Non-commercial requests are processed at cost price (price on application).

## **Opening hours and contact details:**

### **Truro Staffed Hours**

Mon-Fri 8.30am – 6.30pm

Sat 9.00am – 4.30pm

Cornwall Health Library  
Knowledge Spa  
Royal Cornwall Hospital  
Truro TR1 3HD  
01872 256444  
[cornwall.library@nhs.net](mailto:cornwall.library@nhs.net)

### **Bodmin Staffed Hours**

Tue 8.30am – 4.30pm

Thurs 8:30am - 4:30pm

Cornwall Health Library  
Banham House  
Bodmin Hospital  
Bodmin PL31 2QT  
01208 834310  
[cpn-tr.Library@nhs.net](mailto:cpn-tr.Library@nhs.net)

<http://www.cornwall.nhs.uk/Library/>

# CORNWALL HEALTH LIBRARY REGULATIONS

Library users are required to complete a registration form on joining the library. Signature on the registration form represents agreement to abide by these Regulations. Breach of the regulations could result in withdrawal of your library membership.

You must notify the library if your details change in any way.

## LOANS

All books may be borrowed except those marked "For Reference Only"; these must not be taken from any library.

Journals may not be borrowed from the library and are for reference use only.

Any items not returned to the library are the responsibility of the borrower. The user accepts this responsibility and agrees to pay for replacement and a £20 library administration fee should an item be lost or damaged. This includes items returned that are not *received* by the library, e.g. lost in the post.

## COPYRIGHT

All users must abide by the Copyrights, Designs and Patents Act (guidance is displayed near photocopiers)

## FOOD AND DRINK

Cold snacks may be consumed in the designated areas of the library only. Please dispose of your waste in the bins provided. Please respect the working environment of other library users.

## NOISE

Mobile phone conversations are not permitted in the library. Please put mobiles phones into silent mode.

Library users have the right to a quiet working environment. Conversations in the quiet study area must be kept to a minimum, and should be carried on quietly when they occur. Conversations in the group areas must not be loud enough to disturb people working in the quiet area. No conversations should take place in the silent areas of the library.

Failure to keep noise levels down may result in you being asked to leave the library.

**Please let us know if you require this publication in large print or alternative formats.**

THANK YOU FOR YOUR CO-OPERATION.