

Please read the following terms and conditions before registering with the library. The registration form will ask you to confirm your agreement prior to submission

## In a Nutshell:

### Library Privileges, Terms and Conditions

All JHC Staff are eligible to register with the Clinical Library service.

#### Permanent & fixed term contract staff

have full access to the Library and its services from both work and home

- ⊕ Books may be borrowed for an initial period of 21 days (maximum period is 6 weeks). If recalled, they must be returned by the required date. Additional costs will be charged to the borrower.
- ⊕ Books damaged, or not returned within 2 weeks of the 3<sup>rd</sup> & final notice, will be invoiced at the current full replacement cost, plus an additional service fee of \$25.
- ⊕ Articles may be requested from the Library using the online request form. This form ensure compliance with the Copyright Act
- ⊕ Offsite access will be provided to the Library resources.  
The INTRANet is only accessible from within the hospital.
- ⊕ Access to the Computer Room will be provided as required (see below)

#### Casual staff & Students

have restricted access.

- ◆ They are welcome to use the Library resources only from within the hospital. A generic logon is provided for access to all online resources.
- ◆ Do NOT have borrowing rights; nor can they request articles.

They may access the Library resources from within the Hospital using the generic logon.

### **It is the responsibility each registrant to update the Library with any changes to their contact and/or contract details**

Access to the **Computer Room** is provided under the following conditions.

1. The terminals in the Computer Room are provided to facilitate **medical** studies and research.
2. Downloading programs, music or videos is not permitted.
3. NO FOOD or DRINK is to be brought into the computer room
4. Access must not be provided to any unauthorised person.  
*If they are authorized they will be able to get in using there own swipe card.*
5. The after hours door must remain closed at all times.

**Any breach in these terms will result in a withdrawal this privilege**

Register