

- The building is under constant recorded CCTV surveillance.
- You should carry your ID badges at all times and be shown to Library or Security staff on request.
- You should notify the Library if your ID badge is lost or stolen.
- If you change your KGH ID badge you will need to ask us to reset your 24/7 access.
- If an alarm sounds when you leave the building, please check that you are not taking any unissued item of library stock. We may be in touch with you.
- Phones are available for answering bleeps and in the case of an emergency.
- You use the building out-of-hours at your own risk.
- Personal belongings are your responsibility.
- On leaving the Quiet area or toilets you should ensure windows are closed and lights turned off. *Lights in other areas remain on at all times.*

Fire precautions

Please make sure you note the position of fire alarm pad points and fire extinguishers. In addition to the out-of-hours exit there are emergency exit doors opposite the issue desk and at the bottom of the lift end staircase (these should only be used in emergency). The fire emergency meeting point is the Reception Area in the Treatment Centre.

- All users must swipe into the building separately. *If arriving in a group each person must swipe to enter.*
- Do not allow any other person/s into the building.
- Ensure that the out-of-hours access door locks properly when you enter or leave the building.
- Your library account must be kept up-to-date, otherwise out-of-hours permissions may be removed.
- Please be aware that any user breaking these rules or being disrespectful to other library users will have their 24/7 access removed.

Opening Hours & Contact Information

Knowledge & Library Service

Prince William Education Centre
Kettering General Hospital NHS Foundation Trust
Rothwell Road, Kettering. NN16 8UZ

Tel: 01536 492862 (Voicemail out of hours)

Library Email:

library.index@kgh.nhs.uk



Staffed hours: Monday - Friday

09:00—16:45

Library Intranet:

<http://kghintranet/knowledge/Pages/default.aspx>

Library Catalogue Access:

<https://kgh.koha-ptfs.co.uk>



Knowledge & Library Service

24/7 Library Access Information & Rules





How to apply for access

24/7 Access is available free to all KGH & NHFT Library members who hold a KGH Photo ID Badge (Restrictions may apply).

Community staff may apply to the KGH ID Badge Service, HR Dept., KGH for a photo ID (a charge is applicable), please contact them for an appointment on 01536 491186.

You can apply for 24/7 access at the Library Enquiry Desk any time during our staffed opening hours.

You will be asked to complete and sign a '24-hour library access application' form, agreeing to abide by all library and 24/7 rules and regulations.

We will set your ID badge up for swipe access, talk you through the most important points to remember and if required show you where the out-of-hours door is.

The library is a quiet space used for reading and study. Please show respect for other users, and think about how your actions may impact them.

Mobile phones may be kept on but please leave the library when receiving or making calls.



Self issue service

The library has a self-issue machine beside the Library Enquiry Desk.

You can: -

- issue books to your account (*please follow instructions on the wall to the right-hand side of the monitor/screen*).
- renew items currently on your account (*as long as a hold has not been placed by another member, you have not reached maximum renewals and you do not have outstanding fines*).

The machine can only be operated by scanning your membership barcode so please ensure you have it with you.

CDs or DVDs can only be borrowed during normal working hours. Please do not try to use the machine to borrow these out-of-hours. You may damage them and charges may be incurred.

Returns should be made using the external or internal returns boxes.



Computer use

- Trust computers are under constant remote surveillance by the IT Dept. and must only be used by NHS personnel.
- Use of any KGH based computer must comply with all KGH IT Policies.
- When you are finished please shut down the computers completely including the monitor/screen.



Printing

The printer is located by the Library Enquiry Desk. It is called 'PWEC Rainbow' and should be set as the default printer. If not please select it from the options offered in the print menu. If the printer has not been used for a while it may have gone to 'sleep'. In this case press 'On' to retrieve your printing.

All printing/copying must be paid for. (*Please note that the printer/copier monitors the number of pages printed from each computer by username*)

- Please place your payment in an envelope (available by the internal returns box) stating your name, the number of copies printed and the amount you are enclosing. Then post the sealed envelope in the internal book returns box at the issue desk.
- Payment should be made on the day of printing, however, if you do not have any change with you please leave us a note (*in the internal returns box*) asking us to charge the amount to your library membership account. *Please ensure you clear this outstanding charge within 1 month.*



Disabled access

Unfortunately Out-of-Hours access is available by prior arrangement only. Please speak to a member of the library team.