

Please be aware: -

- The building is under constant recorded CCTV surveillance.
- You should carry your ID badge at all times and show 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.

Rules to be adhered to:

- 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:

kgh-tr.library.index@nhs.net

Staffed hours: Monday - Friday
09:00—16:45

Library Intranet:

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



Library Website:

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

Library Catalogue Access:

<http://kghlibrary.koha-ptfs.co.uk/library-catalogue/>



24/7 Library Access Information & Rules



NHS

Kettering General Hospital
NHS Foundation Trust

Knowledge & Library Service

Phone: **01536 492862** *(Voicemail out of hours)*

Library Email: **kgh-tr.library.index@nhs.net**

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 for a KGH ID Badge (a charge is applicable), please speak to a member of the library team for further information.

You can apply for 24/7 access at the Library Enquiry Desk any time during our staffed opening hours - Mon - Fri 09:00 - 16:45.

You must be a KGH Library Service member to gain 24/7 access. You will be asked to complete and sign a KGH Library membership form. Signing up for library membership and 24/7 access means that you agree to abide by all the library service and 24/7 rules & regulations (available to view on our website).

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 entrance/exit door is.

Respect & Mobile Phone use:-

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 computer beside the printer/copier, opposite the Enquiry Desk.

You can: -

- issue books to your account (*please follow instructions on the desk in front of the opac screen*).
- Return/discharge books from your account (*once removed from your account place items returned in our internal returns box*).

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.

We run an automatic renewal system so you are unable to renew your own books. Our system automatically renews items you have out on loan until you have had them for a total of 12-weeks UNLESS another member places a hold on an item and then you will receive notification that the item MUST be returned by the latest due date to avoid charges.

Computer use: -

- Trust computers are under constant remote surveillance by the IT Dept. They can 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/Copying: -

- Printer is located opposite the 'Enquiry Desk'.
- All printing will only be available in black & white (*colour printing is not permitted by the Trust*). Please use the printer in the list which has 'kela' in the printer name and then collect your printing using your KGH ID badge.
- All printing/copying must be paid for UNLESS it is **directly** required for NHS work purposes. (*Please note that the printer/copier monitors the number of pages printed from each computer by username*)
- If you have carried out printing/copying that is NHS work related please ensure that you complete an envelope (*available by the internal returns box*) and place it in the internal returns box ensuring you write on it your name and declaring 'printing/copying was NHS work related', include the number of pages.
- If you have printed course related or personal items please place your payment in an envelope 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 24/7 - 'out-of-hours' access is available by prior arrangement only.

Please speak to a member of the library team.