



**RCN Library and Archive Service
Circulation Policy**

Version 1.2

Document control summary

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Author(s)	Sibylla Parkhill
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Royal College of Nursing
RCN Library and Archive Service
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VERSION CONTROL SUMMARY

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	May 2017	This policy sets out the parameters for use of physical and electronic resources held by the RCN's Library & Heritage Centre (L&HC). For more detailed information on access please see the Library and Archive Service Collection Management Policy.
1.1	September 2018	Updated and reworded to clarify some points.
1.2	January 2019	Added in references to access for non-members participating in RCN master-level modules. Removed line about e-book loan allowance from section 2.

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1. Access to materials

Everyone is welcome to use the L&HC to explore nursing and its history, visit the cafe and shop, exhibitions and attend most events. Further use of the L&HC by members of the public is restricted to those conducting research into nursing or nursing history. Only RCN members, RCN staff, subscribers to the RCN Library Services, and students of the RCN's masters-level modules ('borrowers') are able to borrow books and use the electronic resources. Non-members who are enrolled on an RCN masters-level module have access to electronic resources and borrowing rights for the duration of their course only.

Items identified as part of the special collection and archive are viewable via appointment only.

Subscription to library services at the L&HC is available for a fixed fee to individuals ineligible for RCN membership. Access to electronic resources for subscribers is available on-site only.

2. Loans

- RCN members can borrow a maximum of 8 printed books for 4 weeks at a time
- RCN staff can borrow a maximum of 30 printed book for 4 weeks at a time
- Subscribers can borrow a maximum of 3 printed books for 4 weeks at a time
- RCN masters-level module students have the same borrowing allowance as a full RCN member

In addition to these limits laptops and other electronic equipment can be borrowed for use within the L&HC only.

Loans can be sent to members, staff and subscribers by post and these are requested via an online postal loans form. Postal loans start from the date of issue, not from the date of receipt. RCN reps are entitled to free postal loans when they are issued but must cover the cost of returning loans.

It is the responsibility of borrowers to look after their loans and ensure they are returned on time and in the same condition as when they were lent. If borrowers are unable to come to the L&HC in person they can arrange to return their loans to one of the other three country libraries or by post.

2.1 Extended privileges

RCN reps are entitled to extended privileges increasing the loan length. Borrowers with additional needs such as dyslexia or visual impairment can request extended privileges. The initial loan length is double the standard loan length at 8 weeks, however subsequent loan lengths on renewed loans are the standard length. Extended privileges for those with additional needs are given on trust.

2.2 E-books

The loan length for e-books depends on which supplier the item is sourced from and can vary in loan length. All e-books are accessed via the library website and require sign in details to be viewed.

2.3 Renewals

Items on loan can be renewed sight-unseen, for a maximum of three times unless a reservation has been placed on it by another borrower. After this, the items must be brought into the L&HC. If the user wishes to borrow the same items again they may, providing they are in a good condition and there are no reservations placed on them.

Borrowers can renew items in person at the library, by phone, by email (to rcn.library@rcn.org.uk) or by logging in to their RCN Library account.

2.4 Restrictions

Borrowers are unable to renew or borrow items in the following circumstances:

- If the item has a reservation on it
- If the borrower has outstanding charges for overdue or lost books on their account of £10.00 or more

Subscribers do not have remote access to electronic resources.

2.5 Overdue book loans

Borrowers will be notified about due dates and overdue loans by automated email at the following points:

- 5 days prior to their loan due date
- 7 days after the due date
- 14 days after the due date
- 28 days after the due date
- 42 days after the due date, at which point the item is assumed lost and the email will state the replacement cost

It is the borrower's responsibility to know when their items are due. Delivery and receipt of email notifications cannot be guaranteed.

2.6 Lost or damaged books

If a borrower damages or loses a book or other material while it is on loan to them they are liable for the cost of replacement. The replacement cost will be as listed on the catalogue record, if no price is listed on the catalogue a default charge of £10.00 will be placed on the borrower's account.

Lost items are those unable to be returned due to any form of loss or damage. Once a charge for a lost or damaged loan has been paid, the cost cannot be refunded to the borrower if they find the lost item. Damaged items are any item deemed by RCN LAS staff to no longer be serviceable.

3. Charges

Items which are returned late incur a charge of 10p per item per week day, up to a maximum of £7.00. We do not charge on weekends, bank holidays and other closed days.

Staff can waive an overdue charge in exceptional circumstances, with evidence for the reason for late return being provided by the borrower as appropriate.

Charges for other services are included on the borrower's account, these include:

- Postal Loans
- Photocopying Services
- Inter Library Loans

4. Reservations

Borrowers can reserve up to 8 items, which are either on loan or available in the library, in person, over the phone, or online. The automatic expiration date for reservations is 6 months after the date it is placed.

When a reserved item becomes available an automated email is sent to the borrower. It informs them that the item is available and the date the reservation will expire. Items will be held for two weeks from the date they become available, not including Library closure periods.

Members who have charges for overdue or lost books on their account of £10.00 or more cannot place reservations. Staff can override this at their discretion.