

24 Hour Access Agreement

If you require 24 hour access to the Trust Library at
Tunbridge Wells Hospital,
you need to read this Access Agreement form.

Access

- I will enter and leave the Education and Training Centre by the far internal door, then use my Tunbridge Wells Hospital access card to gain access to the corridor and the Library
- I will ensure that doors to the Education and Training Centre and to the Library close firmly behind me on entering and leaving
- I will sign in at the counter and phone Security on 31272 on arrival and when I leave the Library
- I will not share my hospital access card with other people, or use it to admit visitors
- If I lose my hospital access card, I will notify Security immediately and comply with the security warnings and requirements to which I have agreed

Computers:

- I agree to abide by Trust policies on appropriate use of the IT facilities, and understand that Library staff will follow Trust reporting procedures where there is evidence that the policy has been contravened
- I will pay for printouts when I next visit the Library during staffed hours or leave the money in the honesty box

Resources:

- I will sign out any books I wish to borrow by completing the 'Book Loans and Renewals' sheet
- I will not remove any journals from the Library under any circumstances

Environment:

- I will respect the environment and the needs of others working near me in the Library
- I will take appropriate steps to ensure my own safety when using the Library out of hours

24 Hour Access Agreement

If you require 24 hour access to the Trust Library at **Maidstone Hospital**, you need to read this Access Agreement form

Swipe Cards

- I will enter and leave the Academic Centre by the small side door
- I will ensure that doors to the Academic Centre and to the Library close firmly behind me on entering and leaving
- I will not share my hospital access card with other people, or use it to admit visitors
- If I lose my hospital access card, I will notify Security immediately and comply with the security warnings and requirements to which I have agreed

Computers:

- I agree to abide by Trust policies on appropriate use of the IT facilities, and understand that Library staff will follow Trust reporting procedures where there is evidence that the policy has been contravened.
- I will pay for printouts when I next visit the Library during staffed hours.

Resources:

- I will sign out any books I wish to borrow by completing the 'Book Loans and Renewals' sheet.
- I will not remove any journals from the Library under any circumstances.

Environment:

- I will respect the environment and the needs of others working near me in the Library.
- I will take appropriate steps to ensure my own safety when using the Library out of hours.