**24 HOUR ACCESS AGREEMENT**

 If you require 24-hour access to the Trust Library at

Maidstone Hospital

please speak to a member of staff

Please read the access agreement form

**Access**

* I will ensure the doors to the building and to the library close firmly behind me on entering and leaving the building
* I will not admit visitors with my access card

**Computers**

* I agree to abide by Trust policies on appropriate use of the IT facilities and understand the 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

**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

Tunbridge Wells Hospital

please speak to a member of staff

Please read the access agreement form

**Access**

* I will ensure the doors to the building and to the library close firmly behind me on entering and leaving the building
* I will not admit visitors with my access card

**Computers**

* I agree to abide by Trust policies on appropriate use of the IT facilities and understand the Library staff will follow Trust reporting procedures where there is evidence that the policy has been contravened.
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