

## Opening Hours and Contact Details

Library services are delivered on both the Blackburn and Burnley sites.

### Blackburn Site

**Monday - Thursday**

**8:30am - 4:30pm**

**Friday**

**8:30am - 4:00pm**

Learning Centre Library  
Royal Blackburn Teaching Hospital  
Haslingden Road  
Blackburn  
BB2 3HH

Internal: 84312

Tel: 01254 734312

Fax: 01254 733546

[library.blackburn@elht.nhs.uk](mailto:library.blackburn@elht.nhs.uk)

### Burnley Site

**Tuesday & Wednesday**

**8:30am - 4:30pm**

**Friday**

**8:30am - 4:00pm**

Mackenzie Healthcare Library  
Burnley General Teaching Hospital  
Casterton Avenue  
Burnley  
BB10 2PQ

Internal: 13114

Tel: 01282 803114

Fax: 01282 801230

[library.burnley@elht.nhs.uk](mailto:library.burnley@elht.nhs.uk)

## Registration

Please introduce yourself to the library staff and ask about membership registration.

## Library Rules

1. A library registration form must be completed prior to borrowing any items. In completing this form the member agrees an undertaking to abide by the library rules.
2. Any person not eligible for membership but who may have good reason to use the library, at the discretion of the Library Manager, may be permitted use of the library for reference purposes only. This is by application either personally or in writing to the Library Manager.
3. Members must inform the Library immediately of any change in personal circumstances i.e. change of address, telephone, bleep number
4. Members may have on loan up to the number of items allowed for their category of membership, or extra items at the discretion of the Library Manager.
5. The Library Manager determines the period of the loan for each item.
6. All items must be returned on or before the date due. Items may normally be renewed up to a maximum of 3 times subject to no other user requiring them.
7. Damage to or loss will be charged to the member. Items borrowed and not returned will be deemed lost and charged for.
8. Individuals will be held responsible for items issued to them until those items are returned to the library.
9. The Library can accept no liability for items left unattended. Items found may be reclaimed from the library enquiry desk upon proof of ownership.
10. All users are required to conduct themselves in a quiet, courteous manner. Failure to do so may result in the user being asked to leave.



## EXTERNAL MEMBERSHIP GUIDE

## EXTERNAL MEMBERSHIP

External Membership of ELHT libraries is available to staff of health and social care organisations who do not have an existing service level or reciprocal agreement for the provision of library services.

Staff groups who may be interested in External Membership include:

- Qualified GPs
- CCG staff
- Hospice staff

### Benefits of membership

- Access to a wide range of clinical, management, education and other topics to help you keep up to date and support your learning
- Fiction and Health & Well-Being collections
- Borrow up to 6 items at a time from our stock
- Study facilities
- Internet kiosks
- Inter-library loan services

Further details are given in this leaflet.

### Membership costs

External Membership is available for a fee of:

**£50 per year**

This will extend for 12 months from the date of registration.

## Book Loans

An External Member may borrow up to **6 items**.

Books can be transferred between sites for ease of collection and return. If returning items via mail please allow plenty of time for delivery - you will still be charged if items are not received back before the due date.

Self-service kiosks are available at both sites which allow issue, renewal and return. Your Library barcode is required to use this.

## Fines

The late return of items will be charged at:

Standard loan - **10p** per day

Short loan - **50p** per day

Books are renewable up to 3 times unseen by phone or online via the library catalogue or app; providing other borrowers do not require them.

## Online Library Catalogue

Search the catalogue, renew or reserve books online at

<http://www.eastlancshealth.nhslibraries.com>

A P.I.N. number is required - please ask library staff for details.

## Inter-Library Loans

Books and journal articles not available through the ELHT library resources can be requested through our Inter-Library Loan service.

For External Members, there is a standard **£6.00** charge for items obtained. This is payable on application and is non-refundable.

Some items may be available electronically and could be delivered direct to your email. Please see library staff for details.

## Journals

Print journals are for reference only to External Members.

## Wifi

Public Wifi is available within the library during staffed hours. Please ask library staff for details.

## Internet Kiosks

Available at each site, these PCs allow you to access the internet without a log-in; printing, saving and downloading are, however, not available. Internet access is restricted in line with Trust policy, but special permission has been granted for these computers to have access to social networking sites i.e. Facebook, Twitter.

## Additional Library Services

**Leisure Reading** - A selection of classics and bestsellers is available, including a Health & Well-Being collection.

**DVDs & Multimedia** - These items can be loaned for a period of 1 week.