

Library membership

Who can join the Library?

You may join the Library if you hold a campus ID or are a member of the RCH Alumni.

Students on placement may be eligible to join the Library if they have been issued with a campus ID and will be associated with the hospital for four weeks or more.

Registration is required only if you wish to borrow physical items such as books.

Remote access information can be found on the [Library website](#) or see [Fact Sheet no.13](#).

How to apply

Ask at the Library desk, or [download a registration form from the website](#).

Complete the form, read the *Conditions of Borrowing* and sign at the bottom. Hand the form to Library staff or send via [email](#) or internal mail.

Using your Library card

When you have your Library card you can:

- Borrow items from the Library.
- Log in to the [Catalogue](#) using the barcode from your card and:
 - renew your loans
 - check the status of items placed on Hold
 - create and manage saved book lists.

See [Fact Sheet no.10](#) for more information about using the Catalogue.

Borrowing information

- Journals are not for loan, unless required temporarily for a Journal Club.
- Reference material is not for loan.
- *General Collection* items (books, DVDs) are available for loan to:
 - staff: up to 10 items at one time, for four weeks
 - students: up to six items at one time, for two weeks.
- *General Collection* items may be renewed twice (if not on hold to another patron):
 - via the [Catalogue](#) (if the items are not overdue)
 - by phone
 - by bringing them to the Library.
- Overdue items incur reminder notices via email. If your borrowed items are not returned within a reasonable period after receipt of a *Final Notice* you will be invoiced for replacement costs. If the item is returned after an invoice has been issued an administration charge of \$25 will still be payable.

Problems?

Lost or expired cards can be replaced or renewed after confirmation of your contact details with Library staff.

Use the [Ask a Librarian](#) links at the website to get in touch.