Library membership

Who can join the Library?
You may join the Library if you are staff of RCH, MCRI, or GHSV, 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 hospital identification badge and will be associated with the hospital for four weeks or more.

How to apply
Pick up a registration form from the Library, or download from the website. Complete the form, and then fax, mail, or bring it to the Library. After your registration has been processed you will receive a Library card, which entitles you to access various Library services while associated with the hospital.

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 on hold
  - manage saved book lists
  - print bibliographies.

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 a two week loan, up to 10 items at one time for staff or up to two items at one time for students.
- Medical Student Collection (books, DVDs) items are available for a one week loan, up to 2 items from each section at a time for staff and students.
- 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. 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.