

# 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 ([rch.library@rch.org.au](mailto:rch.library@rch.org.au)) 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.