|  |  |
| --- | --- |
|  *1 Join.*1. *Before taking a book out of the library*

*you will need to join the library so that you can borrow your chosen item.*1. *Joining the Library is easy-peasy-lemon squeezy, simply fill out a membership form, and pop the completed form into the book return box. You are now ready to borrow books and use ARHC library.*
2. *Membership is open to all ARHC staff & volunteers. Students on placement or doing courses through ARHC are welcome to join. Max borrowing limit are 2 books per person.*
 |  *2 Browse*1. *Find What you need using the online catalogue, you simply google search* [*Arthur Rank Library*](https://www.arhc.org.uk/professionals/library/)*, follow the first link that will take you to our library webpage, now select* [*Online Catalogue*](https://elms.koha-ptfs.co.uk/cgi-bin/koha/opac-main.pl?refine-by=branch:ARH)*, you can search it by title, author or key word such as a subject.*
2. *Simply browse the shelves and our subject classification as your guide, each section is labelled with a medical subject that will provide a general guide.*
 |
|  *3 Borrow & return* 1. *Once you found your chosen item please fill out a borrowing slip, and pop into the book return box.*
2. *Please fill out one slip per item*
3. *Please note the unique book barcode on the borrowing slip, its easily found. Located on the inside cover and starts with ARHC1234…*
4. *Max borrowing is 2 items, but exceptions can be and will be considered.*
 |  *4 Study*1. *If you are a Medical professional, a Volunteer, a member of staff at ARHC or other Hospices, or you work in Social care, or you are a carer, or your friend / relative is a patient. Please feel at home as this is your space. You will find networked PC’s, quiet study space with ambient light, comfortable sitting, Journals, Leaflets, Pamphlets, and Wellbeing as well as reading for leisure book collection. If you have any questions contact Piotr, the librarian on pczosnyka@arhc.org.uk*
 |

*Very brief Library user guide.*

For more information please visit: *www.arhc.org.uk/professionals/library/*