Library Card Form

Name ________________________________

Position ________________________________

Department ________________________________

Site ________________________________

Manager ________________________________ Employee # ________________________________

Last Day of Work/Study ________________________________ (if applicable)

Phone ________________________________

Email ________________________________

* Email address will be used for circulation notices. Please provide an address you check regularly.

Inter-Office or Canada Post Mail Address (will be used for circulation notices.) ________________________________

I am requesting off-site access to SHR Medical Library resources* and agree to keep my login details in a secure place and not share them with anyone. □

I want a catalogue login to place holds on and renew books online. □

I am also affiliated with the Regina Qu’Appelle Health Region. □

Library Card Barcode ________________________________ (for Medical Library staff use only)

I confirm that the above information is accurate and I agree to adhere to SHR and Medical Library policies in my use of library resources.

__________________________  ____________________________
Date  Applicant’s Signature

* Some of our resources are licensed by the University Library of the University of Saskatchewan for educational, research, and non-commercial personal use by:
- Licensed health care practitioners in Saskatchewan
- Current students, faculty and staff of the University of Saskatchewan, University of Regina, and Saskatchewan Polytechnic
- Employees of the Ministry of Health, eHealth Saskatchewan, Saskatchewan Cancer Agency, and Health Quality Council Systematic copying or downloading of electronic resource content is not permitted by Canadian and International Copyright law.
Terms and Conditions of Use

Using Electronic Resources
- Our subscription resources are licensed for educational, research, and non-commercial personal use by employees and physicians.
  - Systematic copying or downloading of electronic resource content is not permitted by Canadian and International Copyright law.
  - Providing access to our resources by sharing your SHR network login or by sharing your library card barcode for off-site access to any unauthorized parties is a violation of our resource license agreements.
  - Exception: Printing patient education materials from our resources for patients, family members and caregivers is permitted.

Borrowing Print Materials
- All library patrons can complete a Library Card Application Form to obtain borrowing privileges.
- All library card applicants must provide a piece of identification (e.g. employee ID card, driver’s license, student ID card) in order to apply for borrowing privileges.
- EZProxy off-site access using a library card barcode is only available to employees and physicians.
  - Physicians also affiliated with the Regina Qu’Appelle Health Region will be issued a library card barcode for both the SHR Medical Library and the RQHR Health Sciences Library websites.
  - Patrons are responsible for reporting lost or stolen cards to the library as soon as possible.
  - Employee and physician off-site access is cancelled upon termination of employment.
- Books can be borrowed by all library patrons for a period of 3 weeks.
- Clinics can be borrowed by employees and physicians for a period of 3 weeks.
- Journals and reference books cannot be borrowed and can only be used in the library.
- Materials can be renewed in person, by phone or by email so long as there is not an outstanding request for the item.
- If materials are not returned or are returned damaged, the borrower is responsible for the replacement cost of these items.
- Borrowing privileges can be revoked if patrons do not comply with library protocol and procedure.

After-hours Access
- After-hours access via prox card is available for employees and physicians at the SCH and SPH branches.
  - After-hours access at SCH is not available to patients, family members, caregivers, or members of the public.

Using the Library Space
- Patient computers are provided for patients, families, caregivers, and members of the public.
  - Computer usage may be limited by library staff if there is a queue.
- Networked computers are only available for use by employees and physicians with network logins.
- Patrons are not permitted to use library computers for illegal, actionable, or criminal purposes.
- Patrons are not permitted to use library computers to access inappropriate sites that contain sexually explicit content or that depict excessively graphic violence toward a specific gender, ethnic or racial group.
- Food and beverages are allowed in the library as long as care is taken and no messes are left.
- The library must be used in a manner that is respectful to library staff, other patrons, and the physical space.
- Unacceptable behaviour may result in the temporary or permanent suspension of library privileges.