The Library is open Monday – Wednesday 8.30 am – 6.00 pm, Thursday 8.30 am – 7.00 pm and Friday 8.30 am – 5.00 pm. The Library has no afterhours access. The area health services including the Children’s Hospital Westmead have formed a wide area network of libraries sharing the same catalogue and loan system.

All borrowers must register as a library client before they may borrow material from the collections. NBMLHN ID must be presented at the time of registering. To ensure the collection is available for all borrowers in a timely way, a loan period of three weeks with the possibility of two extensions of a further three weeks each is allowed per item. A fines policy is in place for overdue returns. After hours returns can be made by returning material through the afterhours chute in the library’s front door. Items returned overnight are taken as being returned at closing time the previous working day.

Reference material may be borrowed overnight. It can be borrowed an hour before closing time and must be returned at or before the next time the library opens.

Reservations can be requested for items on loan to another borrower. This will ensure a renewal cannot be made by the current borrower. You will be advised when the book is available for loan and it will be held awaiting collection for one week.

Computer access
There are four public-access computers available in the Library for use by all staff and students on attachment to the Area Health Service. These computers are designed to supplement those specifically installed for student use in the Clinical School.

CIAP (NSW Clinical Information Access Program)
The library staff provide assistance in effectively using the databases and other information resources available through CIAP, and are able to assist with the performance of literature searches. CIAP is available via the intranet and externally via the Internet on the NSW Health website.

Photocopying
Two colour enabled photocopiers are available for public copying in the library. Both machines are card operated and the copy cards must be purchased at the library desk. All students are required to pay for the copying they do on the Library’s copiers. One of the copiers also acts as the printer for the four PCs in the Library.

All copying must be in accordance with restrictions imposed by the Copyright Act 1968. Among other things the Act prohibits multiple copies being made of articles or extracts from books. If you are uncertain about the restrictions imposed by the Act please ask a member of the library staff.