

## **PROCEDURE FOR BORROWING FROM THE DERBY GP SPECIALTY TRAINING LIBRARY**

- Select the book(s) for borrowing.
- Complete the slip for booking them out in your name.
- A maximum of 2 Books/DVD's per Trainee can be borrowed.
- The Loan period is for **ONE MONTH.**
- Books can be renewed if not requested by another colleague, please call the office to renew each book.
- Please return the books to the office, do not swap the books with colleagues. If the book is out in your name, it is your responsibility to return it at the end of the loan period to the GP Training Office.
- We reserve the right to request the replacement cost if the book(s) should be lost or damaged.

Derby GP Training Office  
August 2018