

Title: Library Use

Policy  
No.: SAP 2.42

Date: 5/08  
Rev.:

Areas Affected: All BSMSO Faculty & Students

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## LIBRARY USE

The School of Nursing Library serves the overall information needs of the students and faculty, and supports the curriculum objectives of the School of Nursing. Faculty and students are encouraged to regularly use the services and resources of the library.

- A. The School of Nursing Library is open when the School is scheduled to be open: typically from 7:00 AM - 9:00 PM Monday through Friday. On clinical related Saturdays, the library is open 7:00 AM – 2:00 PM and on Saturdays that are not designated as having clinical, the library is open from 10:00 AM – 4:00 PM. The Library is closed on Sunday. The librarian is routinely available Monday through Thursday, 9:00 AM to 7:00 PM.
- B. The Honor Code prevails in the School of Nursing Library. Unauthorized removal of materials, or alteration of materials, thereby depriving others of their use, constitutes a violation of the Honor Code.
- C. The library is cataloged according to the Library of Congress classification system and National Library of Medicine subject headings. The library resources include books, journals, and videos selected to support curriculum activities.
- D. Some courses may at times require the use of books or reading materials by an entire class. These materials will be labeled “RESERVED.” Reserved materials are **not** to be removed from the library.
- E. No periodical (journal) may be removed from the School of Nursing Library.
- F. Neither students nor faculty may remove restricted library materials (i.e. “Reserve” items or professional journals) from the Library. Copying of such materials must be done on the copy machine in the Library.
- G. Notify the Librarian if the copier malfunctions or runs out of paper.

Reference Policy # \_\_\_\_\_

### Approved by:

\_\_\_\_\_  
Signature

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Title

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Date

### Approval History:

Committees and Dates:

Learning Resources Committee – 5/08

Faculty Forum –

Faculty Organization -

Key words: Library

- H. Materials may be borrowed for a two-week period. No material may be removed from the library unless it has been properly checked out.
- I. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require copyright permission. Copyright Notice is plainly visible at the Library copier. [Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.
- J. A maximum of three (3) books may be borrowed at one time from the library. Additional books may be checked out only after these books are returned.
- K. Books borrowed from the School of Nursing Library should be returned to the book deposit box in the library.
- L. If a student has an overdue book, his/her borrowing privileges are suspended until the book is returned. When a student leaves the program for any reason he/she must return or replace all borrowed materials checked out in his/her name. A student is neither promoted nor allowed to graduate until overdue, damaged, or lost books are returned and/or replaced, and fines are paid for those books. The fine for overdue books is 25 cents per day. Books damaged beyond reasonable wear that are charged to the responsible borrower remain the property of the School of Nursing library.
- M. Students desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian.
- N. Groups may not use the library to conference or talk. A quiet atmosphere is expected at all times in the library. The study room is available for group work with the understanding that a quiet atmosphere is expected in this room as well.
- O. Eating is not permitted in the library. Beverages are permitted in spill-proof containers only.
- P. Careful handling of reading materials is necessary to insure their long shelf life.
- Q. Students are to notify the librarian when books, journals, and other educational materials are not available.