

**Policy Name:** Library Use - BSMCON  
**Policy Number:** ADM 7.02  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs - BSMCON  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2024  
**Version:** 2.1  
**Policy Status:** Approved

**I. Policy**

Library Use

**II. Purpose**

The purpose of this policy is to outline the use of the College library.

**III. Scope**

All BSMCON students, faculty and staff.

**IV. Definitions**

None

**V. Policy Details**

**LIBRARY USE**

The College Library serves the overall healthcare information needs of the students, faculty, and associates, and supports the curriculum objectives of the College. Students and associates are encouraged to regularly use the services and resources of the library. Print and digital resources, as well as research and other assistance from the college librarian, are available to both BSN and RN-BSN students.

- A. The College Library is housed within the Learning Commons. Library hours are posted in the Library and on the College website.
- B. The College's Student Conduct policy (Student Rights and Responsibilities) prevails in the College Library. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords are considered abuses of library policy and may constitute violations of the Student Conduct policy. Failure to follow appropriate procedure and adhere to Library timelines for book checkout and return may result in disciplinary action.
- C. A quiet atmosphere is expected at all times in the library. Groups may not use the common areas of the library to conference or talk. Study rooms are

available for individual or group work with the understanding that a quiet atmosphere is expected in these rooms as well.

- D. Careful handling of library materials is necessary to ensure their long life.
- E. Books and DVDs may be borrowed for a two-week period. The process for checking out materials is *noted at the book checkout station in the front corner of the library and on the library website.*
- F. A maximum of three (3) items may be borrowed at one time from the library.
- G. Items borrowed from the College Library should be returned to *the book Return slot in the library.*
- H. When an individual leaves the College for any reason, he/she must return or replace all borrowed items checked out in his/her name. To be eligible to receive a degree, a student must return all library materials. Refer to the ADM 3.12 policy on graduation requirements.
- I. Courses may require the use of library reading materials by an entire class. These materials will be labeled “Reserve.” Reserved materials and journals are not to be removed from the College Library.
- J. Copyright Notice is posted within all courses in the learning management system and on the College website. Refer to the ADM 7.01 policy for further guidance on copyright issues.
- K. Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian in person or via email. The email address for the librarian is posted on the College website.

**VI. Attachments**

None

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	2/4/2009	Original Policy	Dean of Academic Affairs
1.1	2/10/2021	New Template	P. Roberson

---

2.0	2/24/2021	Revisions	Dean of Academic Affairs
2.1	4/17/2024	Revisions	CDDAA