



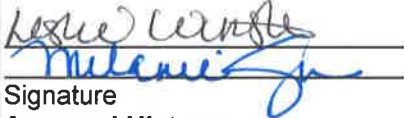
Title: Library Use	Policy No.: ADM 7.02	Date: 2/4/09 Rev.: 5/28/15, 8/1/2017
Areas Affected: All BSMCON		Page 1 of 2

**LIBRARY USE**

The College Library serves the overall healthcare information needs of the students, faculty, and staff, and supports the curriculum objectives of the College. Students and employees are encouraged to regularly use the services and resources of the library.

- A. The College Library is housed within the Learning Commons. Library hours are posted in the Library, in the course management system, and on the College website.
- B. The Honor Code prevails in the College Library. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords are considered abuse of library policy and may constitute violations of the College code of conduct (Student Rights and Responsibilities) and the Honor Code. 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 insure their long life.
- E. Eating is not permitted in the library. Beverages are permitted only in containers with lids.
- F. Books and DVDs may be borrowed for a two-week period. The process for checking out materials is noted near the entrance to the Library.
- G. A maximum of three (3) items may be borrowed at one time from the library.
- H. Items borrowed from the College Library should be returned to the book deposit box in the library.
- I. Items damaged beyond reasonable wear or not returned in a timely fashion are charged to the responsible borrower and remain the property of the College Library. Materials not returned per policy are charged to the student's account, and once replacement fees are submitted to Accounting, the charges are not reversible. When an individual leaves the College for any reason, he/she must return or replace all borrowed items checked out in his/her name.

Reference Policy # ADM 7.01

<b>Approved by:</b>		
	Dean of Student Services Provost	6/16/17 6.20.17
Signature	Title	Date
<b>Approval History:</b>		
Committees and Dates:		
Learning Resources Committee – 5/08, 12/11, 5/30/12		
Policy Committee- 7/16/12; 5/28/15, 4/17/2017		
Key words: Library		

- J. 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.
- K. Copyright Notice is plainly visible at the library copier, and on the Library’s site both on the course management system and the College website. Refer to the ADM 7.01 policy for further guidance on copyright issues.
- L. Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian.