THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 355

SUBJECT: Library Services

Responsibility of: TRHSHS Program Directors
Revised: November, 2010 Reviewed: 2011

Purpose

Provide references and resources for educational purposes

Library Hours:

The library is located on E-ground south and is staffed during the school year.
Monday – Friday 0800 - 1700 hours
All students receive 24/7 access to the library.

Circulation:

Circulating books may be signed out for two weeks. If a book is needed for a longer period and is not in demand, it may be renewed.
Videocassettes may be signed out for two weeks.

Non-Circulating References

Journals must be used in the library and do not circulate.
Reference books remain in the library and do not circulate. Special permission may be given to take a book to class.
College catalogs from the Career Planning Collection may not be removed from the library.
Textbooks - One copy of all **textbooks** as well as any text listed on a course outline is placed in Reserve and may not be removed from the library.

Intranet:

The library's online catalog, Medline and CINAHL and Ovid databases for literature searching are located on the hospital's intranet and may be accessed throughout the hospital.

Copying:

There are two photocopiers available for student use in the library.

Interlibrary Loan:

If the library does not own materials need for assignments, an interlibrary loan may be placed for those materials. Interlibrary loans take approximately one to two weeks to be received.

Student responsibility

Books may be returned to the book drop across from the library's entrance or to the circulation desk in the library. In order to avoid damage, audiovisual materials should be returned to the circulation desk.

The student signing out a book is responsible for its return to the library prior to the due date. There is a fine of 25 cents per day for any book or journal not returned when it is due. Students are responsible for paying for any lost or missing books.