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Owner:	Faculty Organization
Policy Area:	College of Nursing CNG
References:	
Applicability:	MVHS

## Library - Circulation Policy, CNG-100.35

### PURPOSE

To establish a process for borrowing privileges for St. Elizabeth College of Nursing students, faculty, staff, hospital employees and the public.

### SCOPE

Students, Faculty, Staff, Hospital Employees, Public

### REFERENCES

American Library Association. (2006). *Questions and answers on privacy and confidentiality*. Retrieved January 25, 2017,

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/qa-privacy>

Association of College and Research Libraries. (2010). *Guidelines for university library services to undergraduate students*. Retrieved January 25, 2017, from <http://www.ala.org/acrl/standards/ulsundergraduate>

### DEFINITIONS / ABBREVIATIONS

MOODLE - Online Learning System

### PROCEDURE / DIRECTIVE

- A. Books may be checked out for two weeks and can be renewed at the end of the borrowed period, unless there is a demand for the item. Renewal can take place by phone, email, **MOODLE**, or in person.
- B. To sign out a book, the student will take it to the circulation desk and sign the book card from the back of the book with the borrower's name and the date. This card will be given to the librarian or placed in the mail box on the librarian's door. After the book is returned the borrower's name will be concealed with a marker to protect the user's privacy.
- C. Journals do not circulate (cannot be borrowed) but articles may be photocopied within copyright guidelines.
- D. Reference and reserve materials must be used in the library.

- E. Reminders will be sent to return overdue library materials using MOODLE. Cost of replacement will be charged for any books that have been lost, damaged or signed out and not returned.
- F. There are no overdue fines but the Director of Finance and Enrollment must clear students (no outstanding loans) before withdrawing, registering for new classes, or graduation. Students with outstanding loans will be required to return replace or pay for outstanding items.
- G. Library materials can be returned to the librarian or the return slot in the circulation desk
- H. Our students, with the help of the librarian, will be able to borrow items (books or articles) from other libraries.
- I. Users from other libraries may borrow items through interlibrary loan but preference will be given to St. Elizabeth College students.

**CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):**

**This Document Replaces:**

NSG-CNG-100.35

**Attachments:**

No Attachments

**Approval Signatures**

Step Description	Approver	Date
Owner	Faculty Organization	6/19/2019

**Applicability**

MVHS

