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Owner Faculty Organization
Policy Area College of Nursing CNG
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, Librarians

REFERENCES

American Library Association. (2019). *Questions and answers on privacy and confidentiality*. Retrieved July 8, 2021 from

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

Association of College and Research Libraries. (2013). *Guidelines for university library services to undergraduate students*. Retrieved July 8, 2021 from <http://www.ala.org/acrl/standards/ulsundergraduate>

National Commission of New Technological Uses of Copyright Works (CONTU Guidelines). (1976). Retrieved from

<https://eric.ed.gov/?id=ed160122>

DEFINITIONS / ABBREVIATIONS

DOCLINE: DOCLINE® is the National Library of Medicine's interlibrary loan (ILL) request routing system. The purpose of the system is to provide efficient document delivery service among libraries in the

Network of the National Library of Medicine (NNLM). Mostly biomedical/health-oriented in scope.

MOODLE: Modular Object Oriented Dynamic Learning Environment (online learning platform)

OCLC: A fee-based Global Library Cooperative that provides many library services including Interlibrary Loan. Its interlibrary loan service is more academic, public and specialized library collections and focuses in areas where DOCLINE does not focus.

SECON: St. Elizabeth College of Nursing

PROCEDURE / DIRECTIVE

- A. Books from the circulating collection 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 a book out, the student will sign the card from the back of the book with the borrower's name, cell phone number, e-mail address and date. The card will be given to the librarian or placed in the mail box on the librarian's office door. After the book is returned, the borrower's name will be concealed with black magic marker to protect user's privacy.
- C. Print 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 and are located in the librarian's office.
- 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. Borrowed books and other materials should be returned on time and in good condition to the librarian and when the office is closed, placed in the mailbox on the librarian's office door. A book may be recalled any time before a book is due if another student/faculty member needs the book. Only one renewal is allowed per student before the book must be returned and allowed to be on the shelf for a period of three days to allow others to borrow before the same student can borrow again.
- H. SECON students, faculty and staff can request articles and books not owned by the Nursing Library from other libraries through Interlibrary Loan. This service is provided by the librarians utilizing both the DOCLINE and OCLC Interlibrary Loan Systems.
- I. As part of the OCLC and DOCLINE lending agreements, the Nursing Library agrees to provide, when possible, PDF copies of journal articles to other libraries in DOCLINE and OCLC. Our e-book collections cannot be loaned due to contract/licensing restrictions.
- J. Access to St. Elizabeth College of Nursing library electronic resources is restricted to students, faculty and staff due to licensing restrictions. Interlibrary Loan may not be permitted for all full-text resources unless specifically spelled out in contracts/licensing agreements.

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

This Document Replaces:

NSG-CNG-100.35

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	6/26/2023

COPY