

THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 355

SUBJECT: Library Services

Responsibility of: RSHS Program Directors
Revised: February 2020 Reviewed:

SCOPE: Students enrolled at the Reading Hospital School of Health Sciences (RSHS).

PURPOSE: To provide information regarding the library resources.

POLICY: The Reading Hospital Library provides references and resources for educational purposes. RSHS students have 24 hour access to library materials

DEFINITIONS: NA

PROCEDURE:

Library Hours:

The library is located at the Reading Hospital (B Building 3rd floor) 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 per library guidelines. If a book is needed for a longer period of time that allowable, and is not in demand, the student may request through the librarian that the book be renewed.

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 from the librarian may be requested to take a book to class.

Textbooks – The library attempts to provide a minimum of one copy of all textbooks as well as any text listed on a course outline. Students may request that textbooks currently not available be added to the library collection. Textbooks are generally 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 and school campus.

Copying:

There are photocopiers available for student use in the library.

Interlibrary Loan:

If the library does not own materials needed 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 at the library's entrance or to the circulation desk in the library.

The student who signs out a book is responsible for its return to the library prior to the due date. There may be daily fines assessed for any book or material not returned when it is due. Failure to timely return hospital property may result in a transcript/grade/diploma hold. Students are responsible for paying for any lost or missing books.

EDUCATION AND TRAINING: NA

REFERENCES: NA

COMMITTEE AND COUNCIL APPROVALS: RHSHS Directors Meeting, February 2020

CANCELLATION: Reading Hospital or Tower Health policies directly related to this topic shall supersede this RHSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.