



CHAPTER NINE: LIBRARY SERVICES AND POLICIES

Lutheran School of Nursing provides various library services for current students, graduates, faculty and staff of the school, physicians and St. Alexius Hospital staff. Hours of operation are posted at the entrance to the library.

LIBRARY SERVICES

1. MEDICAL LIBRARIAN

- A. The medical librarian is available to assist students in acquiring medical and curriculum related information.
- B. Books, journal articles, and information about various nursing/medical resources can be obtained by asking the medical librarian.
- C. Computer searches and advice on compiling papers can also be obtained from the library.
- D. Feel free to ask the librarian about anything you need information on. Please suggest possibilities for future services or needed materials, either directly to the librarian or to the student representatives on the Library Committee.

2. INTERLIBRARY LOAN

While every attempt will be made to obtain free materials, some libraries do charge for materials. This fee will be passed on to the student. The student will be notified of the fee, and the fee must be paid before the material is ordered.

3. COMPUTERS

- A. Computers are available in library with access to various nursing software programs (Ex: practice NCLEX tests, etc.) and Internet access. During times of high demand, appointments must be made for computer use. Anyone using the library computer for e-mail or Internet browsing will be expected to release the computer to someone who needs it for study or research purposes.
- B. The medical librarian is responsible for deleting/updating new software and technologies. Older computer materials will be replaced by new software, etc. to provide the most current support, for the instructional and curricular needs of the students, school and hospital
- C. All students, staff and faculty are required to adhere to the computer usage policy that is located at the end of this chapter. All individuals will sign the form located in the appendix, and the IS department will enter the information so that individuals will be added to the computer network.

CIRCULATION AND RELATED POLICIES

GENERAL LIBRARY POLICIES

1. Food and beverages are *not* permitted in the library.
2. Theft or defacement of library materials is considered academic dishonesty and carries the same consequence as any major conduct violation.
3. No one is allowed within the reserve area without the presence of library personnel.
4. Questions about policies or the applications of them may be referred to the Librarian or Library Committee members. Prompt responses will be made to inquiries.
5. After a warning, the librarian may ask individuals causing a disturbance to leave the library.
6. All students must clear their library records before graduation, withdrawal or end of the rotation.



Students who do not return library materials may not receive transcripts, may have grades held and/or may be billed for non-returned or damaged items.

7. Computers are available in the library. Persons using computers may not download or upload unauthorized materials, disks, or CD ROMs. Students suspected of such behavior are subject to disciplinary action.
8. Children are *not* permitted to touch or use computers, any computer technology, or audiovisual materials.

POLICIES FOR CHECKING OUT MATERIAL

DUE DATES AND EXTENSIONS

All materials are due before closing time on the due date.

- ◆ Extension of this check out time can be made with the librarian.
- ◆ Books may be extended by 1 week
- ◆ Magazines, Journals, Reserve, and Reference items *cannot* be checked out. Students who wish to use reference items may be asked for student ID or driver's license that can be held until reference item is returned.
- ◆ Monograph (books) will circulate for 1 week. Renewal is allowed if not needed by other users. Renewal over the telephone is permitted.
- ◆ An in-house VCR and other equipment is always present in the library for viewing videocassettes. See the AUDIO-VISUAL SERVICES for classroom audiovisual setups.

RETURNING MATERIAL

Return all library materials (books, audiovisuals, equipment) when the library is open or place in book drop outside the library. You are responsible for returning all materials in proper manner and condition.

Over-due Fines: Book - \$0.25 per day

LOSS OF BOOKS OR CASSETTES

Borrower is responsible for replacing lost items at the current replacement cost. If no comparable replacement is available, the cost will be:

- ◆ Hardback book: \$100.00
- ◆ Paperback book: \$75.00
- ◆ Audio cassette: \$25.00

AUDIO-VISUAL SERVICES

Contact the library to arrange for audiovisual equipment to be available for laboratory or classroom presentations. *Please allow ample time to insure that the equipment is set up at the right time - in the right place.*

PHOTOCOPY SERVICES

Photocopying is available in the library at a nominal fee. Transparencies and other visual aid production are also possible. Single-sided copies are \$0.05 each. With librarian assistance, double-sided copies are \$0.10 per sheet (colored paper is \$0.02 more per copy). Transparencies are \$0.10 per sheet.

LIBRARY HOURS

Regular hours of operation are posted by the library entrance. Evening and weekend hours are scheduled. During vacation periods, the hours of the library may vary. These hours will be posted in advance at the library.



Lutheran School of Nursing (LSN) Computer Usage Policy

To ensure fair and proper use of LSN computing resources, users must follow the legal and cooperative rules listed below.

LEGAL RESPONSIBILITIES:

Computing resources may only be used for legal purposes. Examples of illegal use include, but are not limited to, the following:

- Attempting to alter or damage computer equipment, software configurations, or files belonging to St. Alexius Hospital, LSN, other users, or external networks
- Attempting unauthorized entry to the St. Alexius Hospital network or external networks
- Intentional propagation of computer viruses, trojans, etc.
- Violation of copyright or communications laws
- Violation of software license agreements
- Transmission of speech not protected by the First Amendment, such as libel and obscenity

COOPERATIVE RESPONSIBILITIES:

Lutheran School of Nursing strives to balance the rights of users to access different information resources with the rights of users to work in a public environment free from harassing sounds and visuals. We ask all our library users to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using computer accounts, access codes, or network identification codes assigned to others
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacities, or bandwidth capacities
- Refraining from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources

Wireless Access:

Lutheran School of Nursing established wireless access to the Internet for laptop users to enhance and expand access to this important tool beyond the range of the library. Laptop users with a wireless network connection can use the wireless access to browse the Internet. Wireless users are expected to adhere to the Library's Internet Use Policy and violations of our policy will result in the loss of library computer and Wi-Fi privileges. Users are to be aware that wireless access is free but certain sites will be blocked from access. If a site that is blocked needs to be accessed by students, the requesting student and website URL must be submitted to St. Alexius Hospital Information Services for approval.