

TRINITY MEDICAL CENTER

DEPARTMENTAL Library

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DEPARTMENT: School of Nursing

SUBJECT: General Library Information

DATE OF ORIGIN: 3/90

DATE OF REVISION: 4/04, 4/07, 9/09, 5/11

DATE OF REVIEW: 4/07, 9/09, 3/11, 5/11

PURPOSE

To provide general information for the users of the library services.

GENERAL

The Trinity Health System Health Science Library, a combined allied health, nursing and medical library located in the School of Nursing.

LIBRARY COLLECTION

The Health Science Library contains materials relevant to all departments of the hospital and includes informational resources in print, electronic, internet, audio and/or other appropriate forms. Informational forms include: periodicals, indexes, abstracts, reports, documents, databases, directories, discussion lists, successful practices, standards, protocols, practice guidelines, clinical trials and other resources needed to support nursing education, patient care, quality improvement, continuing education and research. In addition, all areas of the School of Nursing's curriculum has been supplemented by the addition of various multimedia resources to meet student and faculty needs.

LIBRARY ORGANIZATION

The library's information resources are organized in a manner that provides easy access to the information by the user. The book collection is organized and catalogued according to the National Library of Medicine (NLM) and the Library of Congress (LC) classification systems.

Catalogs in print or computer format are made available to locate materials by various access points, including but not limited to author, title, or subject. Index Medicus and/or standardized databases such as MEDLINE and CINAHL are available online to identify information contained in the journal literature. Locator tools, in electronic or print format, are available to identify resources available in other libraries. Access is provided but not limited to OhioLink, Voluntary Hospitals of America, Healthcare Advisory Board, JCAHO, CDC, OSHA, FDA, OBN, NLNAC in addition to other educational and regulatory websites.

LIBRARY SERVICES

Library and information services are provided to meet the identified needs of the user.

The following services are provided:

Hours of service –

Monday – Friday

7:30 a.m. – 4:00 p.m.

Conference Room #5

Upon Request

Access to:

Other intralibrary collections.

Computerized medlines and interlibrary loans (nominal fee).

Up-to-date book, journal and software collections.

Current awareness information.

Patient education and information resources and services.

Photocopy facilities (nominal fee).

Poison control information.

Hospital formulary.

Participation in cooperative networks.

Orientation to Library services.

Telefacsimile capabilities.

Audiovisual equipment and programs.

Computers.

Multimedia software.

Learning Management System (SWANK)

Hospital Information System (Meditech)

Models

LIBRARY POLICIES

A copy of the policies and guidelines are available in the library.

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DEPARTMENTAL Library

NO _____ **PAGE** 1 **OF** 1

DEPARTMENT: School of Nursing

SUBJECT: Circulation

DATE OF ORIGIN: 3/90

DATE OF REVISION: 4/04, 3/11, 5/11

DATE OF REVIEW: 4/07, 9/09, 3/11, 5/11

PURPOSE

To establish mechanism for circulation of library holdings.

GENERAL

Books circulate for one week. Reserve books circulate overnight, but reference books and journals do not circulate. Books may be renewed upon request. The use of models and multimedia software/hardware is scheduled with the librarian assistant.

When the library is closed, materials should be placed in the book return in the stairwell, located adjacent to the front entrance of the student lounge.

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DEPARTMENTAL Library

NO _____ PAGE 1 OF 2

DEPARTMENT: School of Nursing

SUBJECT: Selection and Maintenance

DATE OF ORIGIN: 3/90

DATE OF REVISION: 4/04, 4/07, 9/09

DATE OF REVIEW: 4/07, 9/09, 3/11, 5/11

PURPOSE

To identify criteria for selection and maintenance of library resources.

GENERAL

The library collection contains materials relevant to all departments of Trinity Health System. These materials are of the highest quality, timely and meet the standards of the Hospital and all accrediting agencies served by the Hospital.

SELECTION TOOLS

1. Core Lists
 - a. Selected lists of Books and Journals for the Small Medical Library – Brandon Hill.
 - b. Selected List of Nursing Books and Journals – Brandon Hill.
 - c. Selected List of Allied Health, Books and Journals – Bulletin of the Medical Library Association.
2. Bowker's Medical Books in Print.
3. Book reviews in journals.
4. Published catalogs and newsletters.

SELECTION OTHER CRITERIA

1. New editions of titles in collection
2. Recommendations for purchase by
 - a. School of Nursing Faculty/Administration
 - b. Students

Acceptance of such a request does not obligate the library to purchase an item. Purchases of library materials are based upon the subject material and balance in the subject areas of the collection. Addition of any material does not represent an endorsement of any theory, idea or policy contained herein.

3. Library reports/statistics

- ACQUISITIONS**
1. Purchasing Department's Affiliate
 2. Swets Blackwell (journal subscriptions)
 3. Direct from publisher

SPECIAL COLLECTIONS The library will retain a collection of archival materials that document the School of Nursing and the Hospital's history and development. This collection is kept in Room 220 of the School of Nursing.

MAINTANANCE OF THE COLLECTION The collection is systematically weeded when new editions are acquired on a continuing basis. Selections will be weeded which evidence age irrelevant to the policies stated in this document. Materials removed from the collection will be housed in the special collection, exchanged, or given to other institutions, or destroyed.

GIFTS Gifts are accepted with the understanding the library may use them as needs dictate. Gifts will be recognized in writing by the Librarian Assistant. No evaluation of gifts will be made for tax purposes. The donors will be encouraged to contact the IRS for information regarding tax deduction related to their gifts.

EXTRAMURAL RESOURCES Materials not included in the coverage and scope of the collection is available through interlibrary loan from local, state, regional, and national library collection.

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DEPARTMENTAL Library NO _____ PAGE 1 OF 1
DEPARTMENT: School of Nursing SUBJECT: Deletion of Holdings
DATE OF ORIGIN: 3/90 _____
DATE OF REVISION: 9/94, 4/04, 5/11 DATE OF REVIEW: 4/07, 9/09, 3/11, 5/11

PURPOSE To assure that the library collection is current and outdated materials are deleted.

GENERAL An annual evaluation of the collection will be made to consider removing those items that are no longer necessary or are out of date. A major consideration is the size of the library's physical facilities which places a limit on the limit of materials to house appropriately.

PROCEDURE

- A. Publications to be considered for deletion after annual inventory.
 - 1. Criteria for deletions of books
 - a. Five (5) years past copyright or last printing date.
 - b. Two (2) or more editions.
 - c. Extremely poor condition (not worth rebinding)
 - 2. Criteria for deletion of journals
 - a. Unbound journals five (5) years.
 - b. Excess duplicates.
 - c. Volumes in extremely poor condition.
- B. Person participating in the deletion of material includes School of Nursing Faculty, and the Library Assistant.
- C. Material deleted is disposed of in the following manner:
 - 1. Book sales
 - 2. Gifts
 - 3. Discarded

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DEPARTMENTAL Library NO _____ PAGE 1 OF 1
DEPARTMENT: School of Nursing SUBJECT: Utilization of Computers/
DATE OF ORIGIN: 3/90 Information Technology System
DATE OF REVISION: 9/09, 5/10, 3/11, 5/11 DATE OF REVIEW: 9/09, 5/10, 3/11, 5/11

PURPOSE To establish a mechanism for the utilization of computers and the information technology system.

GENERAL Computer resources have been developed to provide curriculum support. Access to the information technology system which includes Meditech and the internet is considered a privilege.

PROCEDURE:

1. The Librarian Assistant monitors computer use and provides technological assistance.
2. Computers and interactive CD-ROM programs are available for Trinity Health System students and faculty. Use by other hospital departments is encouraged but limited to educational endeavors. Cooperative scheduling is coordinated through the Director of the School.
3. The School insists on honest and appropriate conduct when using the computer resources and information technology systems. Compliance with copyright law, software licensing rules, property rights, and unauthorized peer-to-peer file sharing will be upheld.
4. All existing policies related to plagiarism, privacy, and confidentiality also apply to the use of the computer resources and the information technology system.
5. Any personal file/document saved on the fixed drive will be deleted. Computers are subject to clean-up daily.
6. CD-ROMs/DVDs are available for student/faculty check-out.
7. Reservations of computers for standardized testing or other class related projects should be made in advance with the Librarian Assistant.
8. Laptop computers and projectors are housed in Classroom #4 and #5. Laptop computers with wireless internet cards are available for checkout by Faculty for course preparation or clinical projects. A 24-hour reservation is recommended. Faculty are responsible for pickup and return of laptop computers to Office #8.
9. Violation of any aspect of the policy can be deemed a Group III Code of Conduct (see Student Handbook) violation with disciplinary action of possible dismissal and/or referral to the appropriate law enforcement agency.