

Policy Name: Library Use - SCHS
Policy Number: ADM 7.02
Title of Policy Owner: Dean of Student Affairs
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/15/2024
Version: 2.0
Policy Status: Approved

I. Policy

Library Use

II. Purpose

Use of the Pollard Library by SCHS students and associates.

III. Scope

This policy applies to all associates and students at SCHS.

IV. Definitions

None.

V. Policy Details

The Pollard Library serves the overall healthcare information needs of the students and associates and supports the curriculum objectives of the College. Students and associates are encouraged to regularly use the services and resources of the library. Print and digital resources, as well as research and other assistance from the college librarian, are available to both students and associates.

A. The Pollard Library is housed on the second floor of the Sycamore Building. Library hours are posted on the college website and outside the library.

B. The College's Student Conduct policy (Student Rights and Responsibilities) prevails in the College library. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords are considered abuses of library policy and may constitute violations of the Student Conduct policy. Failure to follow appropriate procedure and adhere to Library timelines for book checkout and return may result in disciplinary action.

C. A quiet atmosphere is always expected in the library.

- D. Careful handling of library materials is necessary to ensure their long life.
- E. Books may be borrowed for a two-week period.
- F. A maximum of three (3) items may be borrowed at one time from the library.
- G. When an individual leaves the College for any reason, he/she must return or replace all borrowed items checked out in his/her name. To be eligible to receive a degree, a student must return all library materials. Refer to the ADM 3.12 policy on graduation requirements.
- H. Courses may require the use of library reading materials by an entire class. These materials will be labeled “Reserve.” Reserved materials and journals are not to be removed from the College Library.
- I. Copyright Notice on the library’s site both in the learning management system and on the College website. Refer to ADM 7.01 policy for further guidance on copyright issues.
- J. Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian.

VI. Attachments

None.

VII. Related Policies

ADM 7.01 Copyright Compliance and Fair Use Guidelines
 ADM 3.12 Graduation Requirements.

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	Executive Council
2.0	3/5/2024	Revisions	Dean of Student Affairs