Bon Secours
St. Mary's Hospital School of Medical Imaging

Policy Name:	Library Use - SOMI
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:	8/1/2023
Version:	1.0
Policy Status:	Approved

I.   Policy

Library Use

II.   Purpose

The purpose of this policy is to outline the use of the College library.

III.   Scope

All SOMI students, faculty and staff.

IV.   Definitions

None

V.   Policy Details

LIBRARY USE:
The College Library serves the overall healthcare information needs of the students, faculty, and staff, and supports the curriculum objectives of the School. 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 ground and online students.

A. The College Library is housed within the Learning Commons. Library hours are posted in the Library and on the School website.

B. The Honor Code prevails in the College Library. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords are considered abuse of library policy and may constitute violations of the School's code of conduct (Student Rights and Responsibilities) and the Honor Code. 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 expected at all times in the library. Groups may not use the common areas of the library to conference or talk. Study rooms are available for individual or group work with the understanding that a quiet atmosphere is expected in these rooms as well.

D. Careful handling of library materials is necessary to ensure their long life.

E. Eating is not permitted in the library. Beverages are permitted only in containers with lids.

F. Books and DVDs may be borrowed for a two-week period. The process for checking out materials is noted at the book checkout station in the front corner of the library and on the library website.

G. A maximum of three (3) items may be borrowed at one time from the library.

H. Items borrowed from the College Library should be returned to the book Return slot in the library.

I. When an individual leaves the School 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.

J. 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.

K. Copyright Notice is posted within all courses in the learning management system and on the School website. Refer to the ADM 7.01 policy for further guidance on copyright issues.

L. Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian in person or via email. The email address for the librarian is posted on the School website.

VI.   **Attachments**

None

VII.   **Related Policies**

ADM 3.12 Graduation Requirements
ADM 7.01 Copyright Compliance & Fair Use Guidelines for Library and Classroom

VIII.   **Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, 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	08/01/2023	Policy Adopted	Dean of Student Affairs

Policy Name: Library Use - SOMI   Version: 1.0
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Last Modified Date: 7/13/2023   Page 3 of 3