

SECTION VI – Library Policy

Purpose

The purpose of the Library Policy is to provide general information for the users of the library services. The Educational Resources Committee is responsible for the development, implementation, evaluation, and revision of this policy. Library services are provided to meet the identified needs of the users.

General Information

The following services are provided at the Eastern Gateway Community College Library; hours as posted on the website www.egcc.edu, (hours are subject to change without notice).

OhioLink is available for online data bases, literature searches and available books, journals, full text journal articles, and other digital media. Interlibrary loans are available for books, journals, full text articles, and other digital media not available on campus. Photocopying is available for a fee. Access to the Trinity School of Nursing (TSON) book, journal, CD, DVD Collection is also available.

Selection of Resources

The Trinity Health System School of Nursing Library Collection (hereinafter referred to as Collection) contains materials relevant to Trinity Health System School of Nursing. These materials are of the highest quality and are up to date. New resources are selected based on the following criteria:

1. New editions of titles in the collection
2. Recommendations for purchase by
 - a. the School of Nursing faculty and/or Administration
 - b. students
 - c. department managers or staff within Trinity Health System
 - d. Trinity Health System hospital committee or team members

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

Acquisition of Resources

Acquisitions are made either through the purchasing department's affiliate, online journal vendors, or direct from the publisher.

Maintenance of the Collection

The Trinity Health System School of Nursing Collection is systematically weeded when new editions are acquired, and 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 a Special Collection Storage area, exchanged, given to other institutions/faculty/students, or discarded.

1. Publications to be considered for deletion after yearly inventory will follow this criteria:
 - a. Criteria for deletion of books
 - i. Five (5) years past copyright or last printing date
 - ii. Two (2) or more editions
 - iii. Extremely poor condition (not worth rebinding).
 - b. Criteria for deletion of journals
 - i. Unbound journals five (5) years
 - ii. Excess duplicates
 - iii. Volumes in extremely poor condition
 - c. Persons participating in the deletion of materials
 - i. School of Nursing faculty
 - ii. Library Assistant
 - d. Material deleted is disposed of in the following manner:
 - i. Gifts
 - ii. Discarded

Gifts

Gifts are accepted with the understanding that the Trinity Health System School of Nursing 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 are available through interlibrary loan from local, state, regional, and national library collections.

Utilization of Computers/Information Technology System

The Librarian Assistant monitors computer use and provides technological assistance. Computers and interactive CD-ROM/DVD programs are available for Trinity Health System

School of Nursing students, faculty, and staff. A copy of the federal copyright laws and penalties for violation is posted at the EGCC library and in the skills lab at Trinity Health System School of Nursing, and are reviewed yearly by students. For additional information see www.copyright.gov.

Trinity Health System and the School of Nursing insist 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. All existing policies related to plagiarism, privacy, and confidentiality also apply to the use of the computer resources and the information technology system. Any personal file/document saved on the computer will be deleted. Computers are subject to clean-up periodically. CD-ROMs/DVDs are available for student/faculty. Laptop computers and projectors are housed in TSON Storeroom. Laptop computers/tablets are available for checkout by faculty for course preparation or clinical projects. A 24 hour reservation is recommended. Violation of any aspect of this policy can be deemed a Group III Code of Conduct (see Student Handbook) with disciplinary action of possible dismissal and/or referral to the appropriate law enforcement agency.