

SECTION VI – Library Policy

Purpose

The primary purpose of the Library Policy is to support the nursing curriculum, clinical activities, and research endeavors of students and faculty at Trinity’s School of Nursing. The Educational Resources Committee is responsible for the development, implementation, evaluation, and revision of this policy. The Library Policy supports the Mission of Trinity School of Nursing and Trinity Health System.

General Information

Library services and study areas are provided at the Eastern Gateway Community College Library:

EGCC Library, Steubenville Campus

Hours

Monday – Thursday: 8am – 6pm

Friday: 8am-5pm

CLOSED: Saturday & Sunday

(hours are subject to change at the discretion of EGCC)

Contact: (800) 682-6553 x1653

Email: libhelp@egcc.edu

Website: www.egcc.edu

WiFi, copy machine, fax machine, scanner and OhioLINK pickup for hardcopy materials available during operating hours.

The EGCC online library is available through www.egcc.edu.

Selection of Resources

The following factors are considered when evaluating and recommending resources for addition to the collection:

Books

1. English language publications;
2. Subject matter and relevance to the clinical, educational, and research needs of the students and faculty in the School of Nursing;
3. Currency;
4. Book Reviews;
5. Cost;

6. Recommendations from the students and faculty at the School of Nursing and/or Hospital Administration.

Journals

1. English language publications;
2. Subject matter and relevance to the clinical, educational, and research needs of the students and faculty in the School of Nursing;
3. Inclusion in standard recommended lists and number of interlibrary loans;
4. Published Reviews;
5. Cost;
6. Recommendations from the students and faculty at the School of Nursing and/or Hospital Administration.

Electronic Resources

1. English language publications;
2. Subject matter and relevance to the clinical, educational, and research needs of the students and faculty in the School of Nursing;
3. Published Reviews;
4. Cost;
5. Availability of full-text, full images, tables, and figures, PDF option, etc.
6. Security issues;
7. Vendor service reliability;
8. Recommendations from the students and faculty at the School of Nursing and/or Hospital Administration.

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. An addition of any material does not represent an endorsement of any theory, idea, or policy contained herein.

Other Resources

OhioLink is available for online data bases, literature searches and available books, e-books, journals, abstracts, full text journal articles, and other digital media through EGCC's Online Library. Interlibrary loans may be obtained for books, journals, full text articles, and other digital media not available through the EGCC Library

Access to the Trinity School of Nursing book, journal, CD, DVD Collection is available.

The Public Library of Steubenville and Jefferson County offers to its members access to LinkedIn Learning and medical/nursing/allied health related electronic databases and resources.

Acquisition of Resources

Acquisitions are made through the Materials Management Department.

Funding for Resources

Funding for library resources is allocated in the School of Nursing Budget. Eligible grants, Hospital Foundation Funds, and donations to the School of Nursing for educational resources may be pursued/received with approval from the Dean, School of Nursing.

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.

1. Publications to be considered for deletion after yearly inventory will follow this criteria:
 - a. Books
 - i. Out of print
 - ii. One (1) or more editions old for textbooks
 - iii. Extremely poor condition (not worth rebinding).
 - iv. Outdated or unused
 - b. Journals
 - i. Unbound journals five (5) years
 - ii. Excess duplicates
 - iii. Extremely poor condition
 - c. Persons participating in the deselection of resources
 - i. School of Nursing faculty
 - ii. Librarian Assistant
 - d. Resources deselected
 - i. Gifted to students; Faculty; other institutions
 - 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 adhere to 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 Trinity School of Nursing. 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.

Approved: 2/20
Reviewed: 2/20
Revised: 2/20