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 books and journals 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. Technology Resource Coordinator
   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 Technology Resource Coordinator.

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 Technology Resource Coordinator monitors computer use and provides technological assistance. Computers 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.

Laptop Policy

Trinity School of Nursing issued laptop computers are housed in the School and are provided for individual student use at the discretion of the Dean. The use of a wired or wireless mouse is optional for any student using the school-provided laptops but shall remain the sole responsibility of the student.

Students are permitted to use their personal laptop computers for note-taking during lecture sessions. Power supply to this laptop computer must be provided by the student's computer battery. Personal laptop computers and an optional wired or wireless mouse shall remain the sole responsibility of the student.

Copyright Infringement Policies and Sanctions (Including Peer-to-Peer File-Sharing)

COPYRIGHT INFRINGEMENT

Copyright holders are granted exclusive rights under section 106 of the Copyright Act (Title 17 of the *United States Code*) including the right to reproduce, distribute, display, or perform the copyrighted work or to make a derivative work. Copyright infringement is the act of using works protected by copyright law without permission or legal authority. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without permission or the authority to do so constitutes and infringement.

PEER-TO-PEER FILE-SHARING

"Peer-to-peer" (P2P) file-sharing refers to computer systems that are connected to each other via the Internet using P2P software like BitTorrent, Kazaa, eDonkey, or Limeware. These programs make it easy to share files between computers. If you upload or distribute copies you make of copyrighted works or download or acquire unlicensed copies of copyrighted works, you may be infringing on someone else's rights and be subject to civil and criminal liabilities.

WHY SHOULD I BE CONCERNED

The most obvious risk resulting from illegal reproduction or redistribution of copyrighted material is the risk of litigation or the threat of litigation. While "fair use" provisions permit certain uses of copyrighted materials for education purposes, not all uses, even in the classroom, fall under "fair use". Copyright owners who believe that their rights have been violated may bring legal action against the infringer. School of Nursing faculty, staff, and students can be held personally liable for unauthorized use of copyright works. A successful lawsuit may result in the violator paying monetary damages and attorney fees. If you willfully infringe a copyright, a court can award damages of up to $150,000 for each infringement. Willful copyright infringement can also be a crime under federal law. It is therefore important to understand the conditions under which something may be considered "fair use".

PENALITIES FOR VIOLATING FEDERAL COPYRIGHT LAW

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees as well as issue an injunction to stop the infringing acts and impound the illegal works. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For details, see Title 17, *United States Code*, Chapter 5, "Copyright Infringement and Penalties" found at http://www.copyright.gov/title17/92chap5.html.

TRINITY HEALTH SYSTEM SCHOOL OF NURSING PENALTIES FOR COPYRIGHT INFRINGEMENT

Violation of any aspect of the Utilization of Computers/Information Technology System section of the Library Policy (Student Handbook, Section 6), which includes compliance with copyright law and peer-to-peer file-sharing will be deemed a Group III Code of Conduct (see Student Handbook, Section 2) with disciplinary action of possible dismissal from Trinity Health System School of Nursing and/or referral to the appropriate law enforcement agency.

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