

Policy Number:
Current Status: Active
Publication: Library Handbook

**BLESSING-RIEMAN COLLEGE OF NURSING AND HEALTH SCIENCES
POLICIES AND PROCEDURES
BLESSING HEALTH PROFESSIONS LIBRARY**

TITLE OF POLICY: Circulation

ORIGINAL DATE: October 1987

SOURCE: Curriculum Committee

LAST APPROVED BY COLLEGE SENATE: December 2016

LAST REVIEWED/REVISED BY BOARD POLICY COMMITTEE: December 6, 2017

LAST APPROVED BY BOARD OF DIRECTORS: December 14, 2017

Purpose:

The Library circulation policy covers loan periods and renewals, holds, non-circulating materials (journals and audiovisuals), overdue notices, and fines.

Policy:

It is the policy of Blessing-Rieman College of Nursing and Health Sciences that Blessing Health Professions Library must provide the resources to meet the educational, informational, and research needs of its users.

Procedure:

Users will assume the cost of any lost or damaged materials. The Library extends borrowing privileges to the faculty, staff, and students of the College. Borrowing is also available to Blessing Health System employees and community physicians. The identity of the borrower or requestor of a library item and the information contained in individual circulation system patron records are confidential, in accordance with Illinois Statutes. Such information is maintained in computerized files in order to enable the library staff to conduct its normal business.

Interlibrary Loan

The purpose of interlibrary loan is to provide service to patrons, extend the collection, contain costs, and avoid unnecessary duplication of materials. This service obtains print or electronic copies or loans of materials to support academic research, instruction, and professional growth. These services are available without charge to faculty, staff, and students of the College, Blessing Health System employees, and community physicians. The Library complies with the current Illinet Interlibrary Loan Code, keeps appropriate records, and provides free interlibrary loan to its patrons and to reciprocating libraries.

Reserves

The Library manages the faculty reserve collection whose purpose is to put essential course material on short term loan if the number of copies is limited or the material is ephemeral. The Library is responsible for managing the reserve list and complying with copyright laws. The electronic reserve system technologically limits access to students registered in the class, has the appropriate copyright

notification and attributions, and complies with fair use (Section 107 of the U. S. Copyright Act). The reserve shelf is considered an extension of the classroom, as such, the faculty will: provide the librarian with an updated reserve list before the class begins, review their reserve holdings every semester, and understand copyright policy. Other reserve collections include: medical textbooks, nursing textbooks, NCLEX books, audiovisuals, licensure and certification collection, and the adjunct faculty books.