

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

**TITLE OF POLICY:** Patron Services

**ORIGINAL DATE:** October 2013

**SOURCE:** Curriculum Committee

**LAST APPROVED BY COLLEGE SENATE:** October 2016

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

**LAST APPROVED BY BOARD OF DIRECTORS:** December 14, 2017

**Purpose:**

The Library provides books, periodicals, videos, and research databases. Additional services include research assistance, interlibrary loan, equipment loan, contents alerts, poster printing, laminating, end-user troubleshooting, and information literacy classes. The Library is committed to making reasonable accommodations for persons with disabilities to assure they have equal access to library services and resources. Specific services are delineated below.

**Policy:**

It is the policy of Blessing-Rieman College of Nursing and Health Sciences that faculty, staff, students, Blessing Health System employees, physicians, and the community are invited to use Blessing Health Professions Library. Visitors and community guests may use printed and licensed material within the library.

**Procedure:**

**Equipment**

Blessing Health Professions Library manages equipment loans such as digital cameras (still & video), projectors, DVD players, audience response systems, digital recorders, microphones, laptops, phone conferencing equipment, TV/VCRs, and a sound system. These may be checked out to library patrons on a reserve basis for professional use.

Copiers, scanners, and a fax machine are also available for use.

**Electronic Table of Contents (eTOC)**

The College faculty and staff, Blessing Health System employees and physicians are invited to participate in our contents service, eTOC. Patrons may choose up to eight journal contents as they are published to receive via email.

**Honor Society, Alumni, Agencies**

Blessing Health Professions Library wishes to accommodate Blessing-Rieman College of Nursing and Health Sciences alumni, the Pi Pi Chapter of Sigma Theta Tau International Honor Society of Nursing, and the non-Blessing clinical agencies to enhance the learning environment. Library privileges may be

extended and are defined as, but not limited to: in-house use of the library collections, book circulation, reference, copying (fee), interlibrary loan (possible fee), and literature searches (possible fee). Honor society members and agencies will assume the cost of any lost or damaged materials or any other library costs incurred.

### **Information Literacy**

Information literacy is based on the ability to know when information is needed and to be able to search, analyze, evaluate, and effectively use the information. As an integral part of nursing and health care education, Blessing Health Professions Library is dedicated to help students, faculty, health system employees, and physicians navigate through diverse and abundant information choices. Printed and online documentation and instructions are available at or near points of service. Formal instruction in library resources and electronic information use are available. The library staff conducts classes, and will do presentations and classroom instruction as requested.

### **Poster and Laminating Services (possible fee)**

Blessing-Rieman College of Nursing and Health Sciences faculty, staff, students, Blessing Health System employees and physicians are invited to use the library poster printing service. Laminating for small and large posters is available. Guidelines for use and request forms are available on the library website and the Blessing Intranet--Blessing Resource and Information Network (BRAIN).

### **Computer Use**

The Library provides on-site access to computer workstations, managed by the Information Technology staff. Computers and networks are college assets and must be used in a responsible, ethical, and lawful manner. Blessing-Rieman College of Nursing and Health Sciences students receive a computer account through the Information Technology (IT) staff. John Wood Community College and Western Illinois University nursing students may use computers after signing a user agreement. These students will receive a computer account through the college's IT department. Guests using library computers must sign a user agreement and pay for printing. All library patrons are expected to follow the policies developed by the IT staff on 'Acceptable Use of BRCN Information Technology Resources' as found in the college catalog and student handbook.

In an effort to promote responsible printing, the library has a print management system. All library, computer lab, and skills lab PCs have a print management system installed. Blessing-Rieman students will receive \$25.00 credit at the beginning of each semester. John Wood Community College and Western Illinois University nursing students receive \$5.00 a semester. No rollovers will be allowed. Black and white prints will deduct from the total at 5¢ a page and color prints will deduct from the total at 10¢ a page. A student may purchase additional print credits at the circulation desk. Guest users have their materials directed to one printer at a cost of five cents per page.