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***BLESSING-RIEMAN***  
***College of Nursing***  
***& Health Sciences***

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Owner Reta Richmond:  
EXECUTIVE  
ASSISTANT-  
BRCN  
Area Curriculum  
Committee

## Library Services

### PURPOSE

To describe the services Blessing Health Professions Library (the Library) provides to its patrons.

### POLICY

Faculty, staff, students, Blessing Health System employees, providers, and the community are invited to use the Library. Visitors and community guests may use printed and licensed material within the library. The Library provides access to resources such as books, periodicals, videos, and research databases. Additional services include computer use, equipment loan, interlibrary loan, poster printing, laminating, and research assistance. The Library is committed to making reasonable accommodations for persons with disabilities to assure they have equal access to library resources and services.

### PROCEDURE

#### Honor Society, Alumni, and Clinical Agencies

The 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 non-Blessing clinical agencies to enhance the learning environment. Library privileges may be extended and may include, but are not limited to, in-house use of the library collections, book circulation, reference, copying, interlibrary loan, and literature searches. A fee may be charged for some of these services. Alumni, honor society members, and clinical agencies are responsible for the cost of any lost or damaged materials and any other library costs incurred.

#### Computer Use

The Library provides on-site access to computer workstations, managed by the Information Technology

(IT) staff. Computers and networks are college assets and must be used in a responsible, ethical, and lawful manner. Guests using library computers must sign in and pay for printing. All library patrons are expected to follow the IT policies in the college catalog and student handbook.

A print management system is installed on all library and computer lab PCs. Students receive \$25.00 credit at the beginning of each semester. Rollovers are not permitted. Black and white printing deducts 5¢ from the balance for each side. Color printing deducts 10¢ for each side. Students may add to their balance by redeeming pre-paid cards which can be purchased at the circulation desk. Materials printed by guest users are directed to the printer behind the circulation desk and cost 25¢ per sheet for black and white and 50¢ per sheet for color.

## Electronic Resources

Library online resources can be accessed on or off campus by current faculty, staff, students, Blessing Health System employees and providers through the website: [www.brcn.edu/library](http://www.brcn.edu/library). The Library uses a service called OpenAthens to manage off-campus user access to library-licensed electronic resources, including e-journals, e-books, and databases.

## Equipment

The Library manages equipment loans such as digital cameras, projectors, DVD players, audience response systems, microphones, laptops, and conference phones. A copier, scanner, and fax machine are also available for use.

## Information Literacy

Information literacy refers to the ability to know when information is needed and to search, analyze, evaluate, and effectively use the information. As an integral part of nursing and health sciences education, the Library is dedicated to helping its patrons navigate through diverse and abundant information choices. Formal instruction about library resources and electronic information use is available. The library staff will schedule presentations and classroom instruction upon request.

## 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. Interlibrary loan is a service available to current faculty, staff, students, Blessing Health System employees and providers. It provides access to research materials that are not owned in the Library's local collections. Loan periods and restrictions are determined by the lending library. A fee may be charged for this service. The Library complies with the current Illinet Interlibrary Loan Code, keeps appropriate records, and provides interlibrary loan to its patrons and to reciprocating libraries.

# Poster and Laminating Services

The Library has the necessary equipment to print posters up to 42" wide. Laminating for flyers and posters up to 24" wide is also available. Guidelines and request forms are available on the library website and the Blessing Intranet--Blessing Resource and Information Network (BRAIN). A fee may be charged for these services.

## Approval Signatures

Step Description	Approver	Date
Approval by College Senate	Reta Richmond: ADMINISTRATIVE ASSISTANT	09/2023
Approval by Curriculum Committee	Brandi Venvertloh: PROFESSOR	09/2023

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