

**Policy Name:** Library Use - SCHS  
**Policy Number:** ADM 7.02  
**Title of Policy Owner:** Dean of Student Affairs  
**Policy Type:**  RHEI/Shared Services  BSMCON  SCHS  SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/15/2021  
**Version:** 1.0  
**Policy Status:** Approved

**I. Policy**

Library Use

**II. Purpose**

Use of the Pollard Library by SCHS students and associates.

**III. Scope**

This policy applies to all associates and students at SCHS.

**IV. Definitions**

None.

**V. Policy Details**

The Pollard Library serves the overall healthcare information needs of the students and associates and supports the curriculum objectives of the College. Students and associates are encouraged to regularly use the services and resources of the library. Print and digital resources, as well as research and other assistance from the college librarian, are available to both students and associates.

A. The Pollard Library is housed on the first floor of the Sycamore Building. Library hours are posted on the college website and outside the library.

B. Academic Integrity prevails in the library. Unauthorized removal of materials, alteration of materials, or disclosing database usernames and passwords are considered abuse of library policy and may constitute violations of the Academic Integrity Pledge. Failure to follow appropriate procedure and adhere to Library timelines for book checkout and return may result in disciplinary action.

C. A quiet atmosphere is always expected in the library. Study rooms are available for individual or group work with the understanding that a quiet atmosphere is expected in these rooms as well. Study rooms may also be used for testing.

D. Careful handling of library materials is necessary to ensure their long life.

E. Eating is not permitted in the library. Beverages are permitted only in containers with lids.

F. Books may be borrowed for a two-week period.

G. A maximum of three (3) items may be borrowed at one time from the library.

H. When an individual leaves the College for any reason, he/she must return or replace all borrowed items checked out in his/her name. To be eligible to receive a degree, a student must return all library materials. Refer to the ADM 3.12 policy on graduation requirements.

I. Courses may require the use of library reading materials by an entire class. These materials will be labeled "Reserve." Reserved materials and journals are not to be removed from the College Library.

J. Copyright Notice applying to making photocopies is plainly visible in the library and on the library's site both on the course management system and the College website. Refer to ADM 7.01 policy for further guidance on copyright issues.

K. Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian.

#### **VI. Attachments**

None.

#### **VII. Related Policies**

ADM 7.01 Copyright Compliance and Fair Use Guidelines  
ADM 3.12 Graduation Requirements.

#### **VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

#### **IX. Version Control**

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<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Prepared by</b>
1.0	8/1/2021	Revised and new template	Executive Council