

Policy Title	Library Use
Policy Number:	ADM 7.02
Department:	SCHS
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2025
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 7

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Library Use

III. Purpose

Use of the Pollard Library by SCHS students and associates.

IV. Scope

All SCHS students, faculty and associates.

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. Faculty and the librarian work together to ensure students have access to and are encouraged to use the required textbooks and other library materials relevant to their coursework. 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 second floor. Library hours are posted on the college website and outside the library. Library resources are available to students whenever the College is open, and hours coincide with the academic calendar and student daily schedule.
- B. The College's Student Conduct policy (Student Rights and Responsibilities) prevails in the College library. Unauthorized removal of materials, alteration of materials, or disclosing database usernames and passwords are considered abuses of library policy and may constitute violations of the Student Conduct policy. 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.
- D. Careful handling of library materials is necessary to ensure their long life.
- E. Books may be borrowed for a two-week period.
- F. A maximum of three (3) items may be borrowed at one time from the library.
- G. 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.
- H. 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.
Interlibrary Loans: Students have access through the librarian to free full text of evidence-based journal literature that the Library may not own, through a network of cooperating health sciences libraries of which the College library is a member. Such material is provided to students, faculty and associates in the same manner as owned content.
- I. Copyright Notice is available on the library's site, both in the learning management system and on the College website. Refer to ADM 7.01 policy for further guidance on copyright issues.
- J. Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

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

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS), a department owned and controlled by Bon Secours Mercy Health Petersburg, LLC (d/b/a Southside Medical Center), 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.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	8/1/2021	N/A	Revised and New Template	N/A	Executive Council
2.0	3/5/2024	N/A	Revisions	1.0	Dean of Student Affairs
2.1	5/19/2025	5/19/2028	Revisions	2.0	Dean of Student Affairs
1	5/19/2025	5/19/2028	Version changed – BSMH Template Adopted	2.0	Dean of Student Affairs

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health -

Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.