

**Policy Name:** Library Use - SCHS  
**Policy Number:** ADM 7.02  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs - SCHS  
**Policy Type:** ☒RHEI/Shared Services ☐BSMCON ☒SCHS ☐SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2025  
**Version:** 2.0  
**Policy Status:** Approved

**I. Policy**

Library Use

**II. Purpose**

Use of the Pollard Library by SCHS students and associates.

**III. Scope**

All SCHS students, faculty and associates.

**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. 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. 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**

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	Executive Council
2.0	3/5/2024	Revisions	Dean of Student Affairs
2.1	5/19/2025	Revisions	Dean of Student Affairs