

R: CHSU Library Director
A: CHSU Library Director, Library Personnel, CHSU students,
visiting students, faculty, residents, and staff
C: CHSU President, CHSU Program Deans, CHSU Business Office
I: CHSU employees and affiliated students,
visiting students, preceptors, and residents



California Health Sciences University Health Sciences Library General Policy

I. Policy Statement:

Scope:

This policy applies to all California Health Sciences University (CHSU) students, faculty, staff, residents, and alumni.

Overview:

The CHSU Health Sciences Library (HSL or Library) mission is to support the information, education, and research needs of our affiliated students, faculty, staff, and residents. The goal of the Health Sciences Library General Policy is to provide balanced and consistent directions and procedures regarding admittance, borrowing and returning materials, use of electronic resources, interlibrary loan, and other areas that relate to the Library.

II. Definitions

Admittance – the process of entering or being allowed to enter a place or institution.

Borrowing and Returning Materials – to take items on loan or for temporary use.

Electronic Resources – library materials in digital format and accessible electronically.

Interlibrary Loan – a system in which one library borrows items from another library for patron use.

Resident – a physician in a graduate medical education (GME) program approved and accredited by the Accreditation Council for Graduate Medical Education.

III. Procedures

Admittance

- The Library provides resources, services, and study space for the CHSU College of Osteopathic Medicine (COM) and College of Pharmacy (COP) students, faculty, staff, and residents.
- The Library is open to CHSU students, faculty, staff, residents, and alumni. Users who are not affiliated with CHSU are generally not permitted to access the library. Any admitted guests MUST display their visitors' badges on them at all times. Guests may use the Library's public computer workstations if they are not already in use.
- The Library personnel is generally available during regular business hours, Monday through Friday. At the close of the business day and on weekends, the Library space is available to affiliated students, faculty, staff, and residents when security personnel is present.
- The Library is not responsible for lost or stolen items. Do not leave personal belongings unattended.
- Professional and respectful behavior is expected at all times in the Library. Any complaints or disturbances will be brought to the attention of College Student Affairs Dean and CHSU Administration.
- The Library reserves the right to ask anyone to leave who disrupts other library users' study atmosphere or work. Disruptive behavior includes, but is not limited to, creating excessive noise, harassment of others, odor constituting a nuisance or health and safety concern, and behavior that



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disturbs other Library patrons or personnel and interferes with using the facility. Please report disruptive behavior to the Library Director or other Library personnel. The Library follows the policies and procedures as laid out in the [CHSU Student Conduct and Professionalism Policy](#), and the [CHSU Employee Conduct, Grooming, and Attire Policy](#).

Borrowing & Returning Materials

Borrowing Materials

- A valid CHSU ID Card and network access are required to access online resources and borrow materials from the Library. The following user groups can check out Library materials:
 - Currently enrolled CHSU students
 - Currently employed CHSU faculty/staff
 - CHSU affiliated adjunct faculty, preceptors, residents, and visiting students
 - CHSU alumni
- CHSU students, visiting students, faculty, staff, residents, and alumni may check out a maximum of five items from the Library's general collection. Reserve material loan periods are based on student and faculty status. Reference materials cannot be checked out or taken outside of the Library.
- Borrowing of equipment and technology is limited to currently enrolled CHSU students, faculty, and staff. Please note that some items, such as the Surface Pro Tablets, may require the signing of a *CHSU Health Sciences Library Borrowers Agreement*.
- A Library account needs to be activated to borrow Library materials, and network access is required to access many electronic resources. For further information, please contact Library personnel at 559-549-6405 or library@chsu.edu.

Returning Materials

- Library materials should be returned to the Library personnel during regular business hours or, when Library personnel is not available, materials may be left in the designated drop-off box.
- All Library technology and equipment (e.g., headphones, tablet computers, charging devices) MUST be returned to the Library personnel during regular business hours.
- Other Library items, such as Osteopathic Manipulative Medicine (OMM) tables and marker & eraser kits MUST be returned to the Library personnel during regular business hours unless other arrangements have been made.
- An overdue item on a patron's Library account may result in the suspension of Library privileges. A patron with outstanding items may not check out or renew Library materials until those materials are returned to the Library.
- If a borrowed library item is damaged, lost, or stolen, please report it to the Library Director immediately. Patrons may be responsible for its replacement. The cost to replace a library item will be based on the current cost to purchase a new copy or \$150 if the book is out of print, plus a \$25 processing fee. Only check payments will be accepted.

Loan Periods

General Collection

- Students – 14 days
- Faculty, Staff, and Residents – 1 month
- Alumni – 1 month

Reserve Collection

- CHSU Students – 2 hours
- Faculty – 24 hours



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Library Technology & Equipment

- Apple Chargers – 24 hours
- Micro USB Chargers – 24 hours
- USB-C Chargers – 24 hours
- Headphones – 24 hours
- Surface Pro Tablets – 1 week

Other Equipment

- Marker & Eraser Sets – 4 hours
- Osteopathic Manipulative Medicine (OMM) Tables – 4 hours

Renewals

- Patrons can renew the Library materials that they checked out by contacting Library personnel at library@chsu.edu. Patrons will be asked to provide their CHSU email, or other ID.
- Some Library materials, such as items in high demand, may not be available for renewal.

Cell Phones

- Cell phones must be set to a non-audible signal.
- Please conduct all cell phone conversations outside of the Library.

Collection Development

- The Health Sciences Library purchases print and online texts, online journals, databases, software, and multimedia in support of the education, research, and clinical missions of the College of Osteopathic Medicine and the College of Pharmacy.
- The Library generally purchases one print student reserve item for texts required or recommended within the curricula; and one print faculty reserve item for texts required within the curricula.
- Faculty are consulted for their suggestions on book, database, software, and multimedia acquisitions. Materials may be recommended for purchase if they support CHSU's missions, are of high quality, provide unique content that is not available through other products, and are within the Library's budget.

Weeding

- At the end of each academic year, the Library conducts a comprehensive inventory of all books and multimedia. Materials are discarded or weeded based on any of the following criteria:
 - The materials are out of date. The faculty members teaching in the subject area are consulted on whether or not the materials should be discarded. Older editions of classic texts such as Harrison's Textbook of Medicine may be retained for historical purposes.
 - The materials are incompatible with current technology.
 - Materials that are damaged, obsolete, or worn are weeded from the collections. Damaged items are replaced if deemed still valuable and available for purchase.
 - Items withdrawn from the collections are stamped "withdrawn" and made available free to students, faculty, staff, and residents.

Copyright & Fair Use

- Contact the Library with any questions about reusing materials in handouts, presentations, and online course sites.
- Please link to materials, rather than upload PDFs into Brightspace or Teams, even if the materials are open access.



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- Only use images with clear reuse information and cite appropriately.
- Include a copyright notice in any presentations, handouts, and on Brightspace.
- Patrons should be familiar with the [CHSU Intellectual Property Policy](#), specifically section VI, on Copyright Policy.

Electronic Resources

- Electronic resources (e-books, e-journals, databases) are available to all current CHSU students, faculty, and staff, on and off-campus. To access electronic resources off-campus, a valid CHSU network account is required to log in.
- Electronic resources are available to alumni, visiting students and residents, when they are on campus.
- Specific electronic resources that are not available as site licenses may be restricted by the number of concurrent or simultaneous users or to a specified user group. For more information on access to electronic resources, contact the Library at 559-549-6405 or library@chsu.edu.

Food and Drinks

- Food is not allowed in the public areas of the Health Sciences Library. Food without an intense aroma that can be quietly consumed is permitted in the Library's group study rooms as long as users are not disturbing others. Lounge and sitting areas are available outside of the Library and throughout the CHSU campus buildings for patrons to eat.
- All drinks entering the Library must have a cover or lid.
- Patrons must clean up after themselves, remove any crumbs or spills, and discard trash in trash receptacles that are located throughout the Library and building.

Gifts

- Gifts of books, software, multimedia, or other Library resources are gratefully accepted. Gifts to the CHSU Library are not considered a tax-deductible donation and CHSU nor the CHSU Library cannot provide donor acknowledgement letters for the gifts provided to the Library.

Gifts of Materials

- The Library accepts material gifts that support the curriculum, special collections, research, and patient care needs of library users.
- All material gifts are accepted with the understanding that upon receipt, CHSU becomes the sole owner of the material and reserves the right to determine its disposition.
- Materials may be retained that are of value to the collection. Materials not added to the collection may be sold, exchanged, given away, or recycled as appropriate.
- The Library will determine how to house, catalog, and display gifted materials.
- Material gifts with restricted conditions may or may not be accepted.
- Collections that must be kept intact may or may not be accepted depending upon space and other considerations.

Interlibrary Loan Services (ILL)

- All CHSU students, faculty, staff, and residents can use document delivery and interlibrary loan services. For more information, please see the [Interlibrary Loan \(ILL\) Procedures](#) section of the [Orientation to the Health Sciences Library guide](#), located on the Library's website.
- Materials obtained through ILL are for the exclusive use of the individual submitting the request and said borrower is responsible for any infringement of the Copyright Law for materials on loan from other libraries.



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Printers & Photocopiers

- Printers are located outside of and close to the Library. They may be used to perform the following tasks:
 - Print jobs from the public workstations in the Library.
 - Scan documents that can be sent to emails.
 - Make photocopies of documents.
- Library books and textbooks should not be photocopied in their entirety, as this violates the copyright. For further information, please see the Library's [Copyright and Fair Use Guide](#) or speak with a librarian.

Public Computer Workstations

- The Health Sciences Library has public workstations available for use by CHSU students, visiting students, faculty, staff, residents, and alumni.
- The Library's public computers are provided for University-related work or research and access to the Library's electronic resources. Any viewing or downloading of pornography, overtly sexual materials or other materials that could be considered offensive or harassing to others is prohibited.
- For further information, employees may refer to the [CHSU Acceptable Use of Technology Policy for Employees](#), and students may refer to the [CHSU Acceptable Use of Technology Policy for Students](#).

Study Spaces

- Group study rooms are for the use of COM & COP students, faculty, staff, residents, and visiting students. Study spaces in the COM building require a reservation. A link to [Reserve a Study Room](#) may be found on the Library website.

Suggestions and Feedback

- Suggestions or feedback for the Health Sciences Library may be provided to any Library personnel. Complaints should be directed to the Library Director.
- The Health Sciences Library personnel will acknowledge receipt of suggestions and feedback within two business days and forward any complaints to the Library Director for resolution.
- The Library Director will make every effort to respond to any complaints within ten business days of receipt of the complaint. Some issues may require more or less time to resolve.

Tobacco, Alcohol, & Other Substances

- Smoking or using electric cigarettes or any tobacco product in the Health Sciences Library and on the CHSU campuses is prohibited.
- Bringing, possessing, or using any alcohol or illegal drugs or substances with the Library is prohibited.
- Displaying overt signs of alcohol or substance abuse is prohibited and may be reported to CHSU Security.
- For further information, please refer to the [CHSU Prohibited Drug and Alcohol Abuse Policy](#).



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IV. Responsibility

Health Sciences Library Director and Library personnel, CHSU students, faculty, staff, residents, and alumni are responsible for upholding this policy and procedures.

- Policy Owner: Health Sciences Library Director
- Effective Date: 9/14/2021
- Approval by Deans: 9/16/2021
- Approval by President: 9/20/2021