

# Library Policy and Procedures

Institute of Clinical Acupuncture and Oriental Medicine

## Outline of Policy and Procedures:

1. Mission
2. Library Resources and Hours:
3. Borrowing Privileges-Checkout
4. Circulation Services
5. Loan Period and Loan Limit
6. Renewals
7. On hold
8. Reserve Section
9. Reference Section
10. Book Drop
11. Overdue Items
12. Lost or Damaged Items
13. Faculty

*Approved by Library Committee on March 8<sup>th</sup>, 2006*  
*Amended by Library Committee on October 10<sup>th</sup> 2006*

## **Library Mission Statement and Educational Objectives**

### **Mission Statement**

The Library at the Institute of Clinical Acupuncture and Oriental Medicine is designed to support the Mission of the Institute in educating leaders in acupuncture and Oriental medicine. The Library's primary mission is to support the educational objectives and activities of the Institute, providing the reference materials required by the Institute's educational program. The Library's secondary mission is to provide support for research conducted at the Institute by its students, faculty, alumni and by visiting scholars.

### **Educational Objectives**

To fulfill these missions, ICAOM's library meets the following educational objectives:

- ICAOM maintains an extensive collection of books and other materials, including both Oriental and Western medical references. These references include materials on many areas of Oriental medicine, herbal science, nutrition from both Oriental and Western perspectives, Qi Gong, Western medical references in both basic science and clinical areas, women's health, history of medicine, comparative medicine, alternative healing, meditation, spirituality and more.
- The Library subscribes to professional journals in both Oriental and Western medicine.
- The Library's computer software provides an organizational structure and a database of the Library's materials that is available to users for research and educational purposes.
- The Library provides Internet access for literature searches and acquisition.
- The Library's resources are available to students, faculty, alumni and visiting scholars.

Submitted by the Library Committee on 2/16/2006  
Approved by the Governing Board on March 7, 2006.

## ICAOM-Library Policy and Procedures Manual

### 1. Library Resources and Hours:

The library is open 9:30-4:30pm Monday through Saturday.

Resources in the library include books, journals, audio tapes, video tapes, CD's, computers, internet access, copy machine.

### 2. Borrowing Privileges:

Currently enrolled ICAOM full or part-time students, faculty, staff and alumni can check out library items. The general public is welcome to visit the library but does not have borrowing privileges.

Please note that the privileges to check out library items may be suspended for any patron who chronically delays returning books on time.

Unauthorized removal from the library of any book, manuscript, or other material/property, or the destruction, mutilation, defacement or abuse by a patron of any library material or other resources, will result in disciplinary actions and fines.

Users of the library who fail to comply with library rules and regulations will be subject to revocation of library privileges and disciplinary actions.

### 3. Circulation Services:

Patrons (student, staff, alumni or faculty) need to register with the librarian of the Institute of Clinical Acupuncture and Oriental Medicine to obtain their Student card with Library ID# prior to checking out items from the library.

Periodically, the library conducts an inventory of its holdings during which items in the library cannot be checked out.

Reserve and Reference items as well as journals do not circulate.

Each patron is limited to checking out 3 items at a time.

### 4. Loan Period and Loan Limits:

Books may be checked out for a maximum of two weeks. Each Patron is limited to 3 items checked out at each time. Videos and audio cassettes may be checked out for one week.

### 5. Renewals:

An item may be renewed if the request is made **prior** to or on the due date, and if the borrower has no other overdue items. If a request has been made for an item during the time an item is checked out it may not be renewed.

Some heavily used books may not be available for renewal.

Renewal requests can be made in **person**, by **telephone**, or **email**.

## 6. **On Hold**

If a book or other item is in the collection but has been checked out, patrons may request the item be put on hold. When the item is returned to the library, the patron will be notified either by phone, by a note in their school mailbox, or by email. Patrons are given 3 days to come to the library to check out the materials being held for them after which the item will be put back in circulation.

## 7. **Reserve Section:**

Required and recommended texts for each semester are placed on reserve in the library. They are shelved separately from the rest of the library, and if there is more than one copy, extra copies can be circulated with the regular two week checkout time. Items for which there is only one copy may be checked out for 3 days unless otherwise noted.

## 8. **Reference Section:**

Books in the reference sections will not be loaned out at any time and will be available for use during hours the library is open. There are two reference sections. The first is in the library and the second section called clinic reference is located at the back of the main classroom.

## 9. **Book Drop:**

There is a book drop in the administration office where items can be returned before or after library hours. Please use the book drop when the library is not open.

## 10. **Overdue Items:**

An item is overdue the day after it is scheduled to be returned. An overdue item will be assessed a late charge of ***\$0.50 cents per day*** (including weekends) until the item is returned. **No items may be checked out** if the borrower has overdue items or an unpaid late fee.

Patrons who have overdue items or late fines will receive written notices. After three notices have been provided, the patron's account will be put on hold and sent for collections. If a library item remains overdue for 4 weeks, the library will re-purchase the item and bill the patron. A \$25 processing fee in addition to the price of the item will be billed. Library privileges are suspended until the account is cleared.

Accounts are reviewed at the end of each semester. Any accounts with outstanding fines or overdue books are put on hold. Patrons with accounts on hold will not receive their transcripts. A hold can be removed by paying fines to the Registrar and returning items to the library.

At the end of each semester the Academic Dean receives a list of any faculty with outstanding accounts.

### **11. Lost or Damaged Items:**

A user of the library is liable for replacing any item which has been lost or damaged. The library will charge the cost of replacing the item plus a \$15 processing fee for damaged or lost items. Materials which are out of print or not replaceable will be evaluated on a case by case situation and a market value will be determined for replacement cost.

### **12. Faculty:**

Faculty may exercise their library privileges as Faculty if they are a currently employed or have a current contract.

Faculty are encouraged to request books and journal articles to be placed on reserve for students in their classes. These items are kept on the reserve section in the library. It is helpful to students if a copy of all recommended and required texts and journal articles are available on reserve in the library.

**Faculty are requested to provide any lists of reading materials to the library at least four weeks before the beginning of the term to provide the library time to acquire any items not currently in the library.**

Faculty have the right to request longer loan periods, up to the entire semester for general holdings but not reserved or other high use books. If another patron requests an item that a faculty member has on extended loan, the faculty member will be notified and the item on extended loan period will be converted to a regular loan period, beginning the day the item goes on hold. If the faculty does not request extended loan periods, the standard loan period will be applied.

Faculty are charged overdue fines at the standard rate and overdue items are processed as are other overdue items.

Faculty are also encouraged to request the library to purchase books -- both primary texts and recommended readings -- to support their classes. The Librarian Administrator is available to work with faculty to develop reading lists and to locate journal articles for classes or individual research.

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