

Policy Name: Library Use
Policy Number: ADM 7.02
Title of Policy Owner: Campus Director & Dean of Academic Affairs
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2025
Version: 1.2
Policy Status: Approved

I. Policy

Library Use

II. Purpose

The purpose of this policy is to outline the use of the College library.

III. Scope

All SOMI students, faculty and associates.

IV. Definitions

None

V. Policy Details**LIBRARY USE**

The College Library serves the overall healthcare information needs of the students, faculty, and associates, and supports the curriculum objectives of the School. 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 SOMI students.

- A. The College Library is housed within the Learning Commons. Library hours are posted in the Library and on the School website. Library resources are available to students whenever the College is open, and hours coincide with the academic calendar and students' daily schedule.
- B. The School's Student Conduct Policy (Students Rights and Responsibilities) prevails in the College Library. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords are considered abuse 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 expected at all times in the library. Groups may not use the common areas of the library to conference or talk. Study rooms are available for individual or group work with the understanding that a quiet atmosphere is expected in these rooms as well.
- D. Careful handling of library materials is necessary to ensure their long life.
- E. Books and DVDs may be borrowed for a two-week period. The process for checking out materials is noted at the book checkout station in the front corner of the library and on the library website.
- F. A maximum of three (3) items may be borrowed at one time from the library.
- G. Items borrowed from the College Library should be returned to the book Return slot in the library.
- H. When an individual leaves the School 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. 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.
- K. Copyright Notice is posted within all courses in the learning management system and on the School website. Refer to the ADM 7.01 policy for further guidance on copyright issues.
- L. Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian in person or via email. The email address for the librarian is posted on the School website.

VI. Attachments

None

VII. Related Policies

ADM 3.03 Student Conduct – Rights and Responsibilities

ADM 3.12 Graduation Requirements
ADM 7.01 Copyright Compliance & Fair Use Guidelines for Library and Classroom

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, 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	08/01/2023	Policy Adopted	Dean of Student Affairs
1.1	04/17/2024	Minor Edits	Dean of Student Affairs
1.2	5/19/2025	Revisions	CDDAA