

Joseph F. McCloskey School of Nursing

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Reviewed: 9/22 9/23 9/24	 Tina VanBuren, DNP, MSN, RN, CNS Director, School of Nursing	Faculty Affairs Committee

PURPOSE

To provide information regarding library resources.

SCOPE

Students and staff of Lehigh Valley Health Network's Joseph F. McCloskey School of Nursing (LVHN JFMSON).

POLICY

The LVHN JFMSON Library provides references and resources for educational purposes. Students and staff of JFMSON have 24-hour access to the library and library materials.

PROCEDURE**Library Hours**

The library is located in the JFMSON building, 700 Schuylkill Manor Road, 1st floor, Pottsville, PA 17901, and is staffed during the school year, Monday through Friday, 0800-1630 (8:00 a.m.-4:30 p.m.). All students receive 24/7 badge access to the library. Students at the Center Valley site have the same badge access to the library and computer lab at the LVHN Center for Healthcare Education, 3900 Sierra Circle, Center Valley, PA 18034. The librarian is available to students at either site in person, by phone, by email, or by Teams, and appointments after business hours, until 7:00 p.m., may be scheduled with 48 hours' notice.

Circulation

- Circulating books may be signed out per library guidelines. If a book is needed longer than its due date and is not in demand, the student may request through the librarian that the book be renewed.
- Journals must be used in the library and do not circulate.
- Reference books remain in the library and do not circulate; special permission to take a book to class may be requested from the librarian.
- Textbooks: the library attempts to provide at least one copy of all textbooks and any text listed on a course outline. Students may request that unavailable textbooks be added to the

collection. Textbooks are generally placed in Reserve and may not be removed from the library.

Intranet

The library's online catalog and all databases for literature searching are located on the LVHN intranet and may be accessed throughout the hospital and school campus, and off campus via VPN.

Copying

Photocopiers are available for student use in the library.

Interlibrary Loan

If the library does not own materials needed for assignments, an interlibrary loan may be placed. Interlibrary loans take approximately one to two weeks.

Student Responsibility

Books may be returned to the book drop at the librarian's desk. The student who signs out a book is responsible for its return before the due date. There are no daily fines. Failure to return school property in a timely manner may result in a hold on school records, and students are responsible for paying for lost or missing books.

REVIEW and APPROVAL

This policy is reviewed annually by the Faculty Affairs Committee.