


Joseph F. McCloskey
School of Nursing



| | | |
|--|---|----------------------------------|
| Date: 9/2024 | Library #400 | Pages: 1 of 2 |
| 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 the library resources.

SCOPE

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

POLICY

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

PROCEDURE

Library Hours:

The library is located at the JFMSON building, 700 Schuylkill Manor Rd 1st floor, Pottsville PA 17972 and is staffed during the school year.
 Monday – Friday 0800 - 1630 hours (8:00a-4:30p)
 All students receive 24/7 access to the library.

Circulation:

Circulating books may be signed out per library guidelines. If a book is needed for a longer time than its due date and is not in demand, the student may request through the librarian that the book be renewed.

Non-Circulating References

Journals must be used in the library and do not circulate.

Reference books remain in the library and do not circulate. Special permission from the librarian may be requested to take a book to class.

Textbooks – The library attempts to provide a minimum of one copy of all textbooks as well as any text listed on a course outline. Students may request that textbooks currently not available be added to the library 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's intranet and may be accessed throughout the hospital and school campus, as well as off-campus when VPNing into the intranet.

Copying:

There are photocopiers 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 for those materials. Interlibrary loans take approximately one to two weeks to be received.

Student Responsibility

Books may be returned to the book drop at the librarian's desk in the library.

The student who signs out a book is responsible for its return to the library prior to the due date.

There are no daily fines. Failure to timely return school property may result in a transcript/grade/diploma hold. Students are responsible for paying for any lost or missing books.

REVIEW and APPROVAL: Faculty Affairs