

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	June 2000
Section 2.4	Administrative and Support Departments	Revised:	December 2008
Policy 2.4.4	Library	Responsibility:	Vice President for Academic Administration

LIBRARY

Mission

The Library of The University of Texas Health Science Center at San Antonio is comprised of several libraries: the Dolph Briscoe, Jr. Library, the Brady Green Library, and the Circuit Librarian Health Information Network. The mission of the Library is to advance the teaching, research, patient care, and service programs of The University of Texas Health Science Center at San Antonio and the health care programs of South Texas by providing library services and access to biomedical information fundamental to maintaining health and treating and preventing disease.

Dolph Briscoe, Jr. Library

The Dolph Briscoe, Jr. Library is the main library and is the repository of the extensive collection of health sciences information and the base for most of the Library's services. The Briscoe Library is located in a four-story building near the center of the Health Science Center campus. In addition to serving the faculty, staff, and students of the Health Science Center, the Library is a major resource for health care professionals in Bexar County and South Texas and the San Antonio area community. The Library is a resource library for the South Central Region of the National Network of Libraries of Medicine (Texas, Arkansas, Louisiana, Oklahoma, and New Mexico).

Brady-Green Library

The Brady-Green Library is located at the University Health Center-Downtown, approximately eight miles from the campus. The Brady Green Library provides services and a collection of health science books and journals.

Circuit Librarian Health Information Network

The Circuit Librarian Health Information Network (CLHIN) of South Texas is a program that provides information services to health care practitioners at participating institutions in South Texas.

South Texas Center

The South Texas Centers for Biology and Medicine Library, located at the Texas Research Park.

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Regional Academic Health Center

The Regional Academic Health Center (RAHC) at Harlingen Library is another component of the Health Science Center Library.

Library Borrowing Policies

Borrowing privileges are available to the following individuals with proper identification:

1. Health Science Center faculty, staff, and students;
2. Health Science Center clinical and adjunct faculty with a letter of appointment;
3. University Health System employees and residents;
4. Audie L. Murphy Memorial Veterans' Administration Hospital employees; and
5. Licensed health care professionals residing or practicing in Bexar County.

Borrowing privileges for new or transfer employees may be requested at <http://www.library.uthscsa.edu/services/borrowing.cfm>.

The Library also extends limited borrowing privileges to faculty and graduate students from area colleges and universities through reciprocal agreements and to staff from a variety of institutions. A courtesy borrower's card is available to Texas residents for an annual fee.

Applications for borrowing privileges are available at the Library's Circulation Desk on the third floor; registered borrowers must present identification when borrowing materials.

The Library has reciprocal borrowing agreements for Health Science Center faculty, staff, and students at state and local academic libraries including The University of Texas at San Antonio. Information on such privileges is available at the Information Desk on the third floor.

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The Briscoe Library is open to the general public and its collections and materials are available for use in the building and for printing or photocopying.

Loan Periods and Borrowing Policies

Registered borrowers with a photo identification may borrow materials. The following loan periods and rules exist for Health Science Center borrowers:

1. Most books, except for reference and reserve books, are loaned for two weeks.
2. Most journals, except for issues received within the last 30 days, are loaned for three days.
3. Most audiovisual materials are loaned for one week. Most Reserve non-print items and software and equipment are loaned for three-hour periods.
4. Reserve print materials are loaned for three-hour periods; overnight loans are available three hours prior to closing; materials must be returned within one hour of opening the next day.
5. Renewals may be made in person, via the World Wide Web or by telephone, for most items. Some items may not be eligible for renewal.
6. All items on loan may be recalled by the Library.
7. The Library circulation staff should be notified immediately when items are lost or damaged; a charge for replacement and processing will be levied.

Special Collections

The Library's Special Collections are located in the P.I. Nixon Medical Historical Library on the fifth floor of the Library. The Nixon Library collection includes more than 5,000 rare and historic medical books and local medical history collections including manuscripts, photographs, slides, oral histories, and other materials documenting the history of

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health care and medicine in this region. The Archives serve as a repository for historically valuable Health Science Center records including documents relating to the founding of the various schools; executive and administrative records of the Health Science Center's growth and development; histories; correspondence of key administrators; regulations; minutes; legal records; budgets; and reports. Administrative and office personnel are requested to contact the Library before disposing of inactive records to consult with librarians who can assess the historical value of records for possible inclusion in the Archives. Special Collections staff research, prepare, and display exhibits in various Library locations.

Conference Room Use

The Library's Special Collections Conference Room on the fifth floor may be reserved for special events such as the Health Science Center Development Board, site visits for NIH grants, distinguished visitors, and special Library meetings. Routine meetings such as journal clubs and departmental meetings are not permitted. Since the Library's Special Collections are housed in this room, the Library reserves the right to retrieve materials while a meeting is in progress. For more information or to make reservations, call the Library office at (210) 567-2400.

Services

Major Library services provided include circulation and reserve services; information and reference services; database searches; instructional programs including orientations and information management courses; interlibrary loan; audiovisual and media production facilities; public microcomputers and software; computer-aided instruction; and photocopy services. All major services available at the Briscoe Library are also available at the Brady-Green Library. Individual and group study rooms are available on three floors of the Briscoe Library and open seating is available throughout the facility.

Biomedical Library Information System

Access to the collections is provided through a computer system called the Biomedical Library Information System (BLIS). The Library also provides OVID, a powerful and user-friendly computer search system for searching the journal literature and a growing number of full-text databases. License restrictions for specific databases may affect eligibility for use. A current list of services and databases is available at

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the information desk and from the Library's home page located at <http://www.library.uthscsa.edu>.

Library Liaison Program

The Library offers a Library Liaison program through which librarians and designated faculty contacts from each department share information about Library resources and services. Through the Liaison program, the Library offers Library orientations to new faculty and encourages suggestions and comments about the Library's services and collection.

Information/Reference Services

At the Information Desk, Librarians and Library assistants provide service to Library users by responding to directional, ready reference, informational, and in-depth requests for information on specific topics; instructing Library users in the use of electronic resources (BLIS, MEDLINE and other databases, and the Internet); assisting users in locating and using print resources; assisting users with inter-library loan requests and bibliographic verifications in print and electronic sources; and referring users to other libraries and/or agencies as appropriate. Reference assistance is available in person, by telephone, and by e-mail.

Database Search Services

Faculty, staff, and students may do their own computer searches without charge. The Library's OVID system provides access to MEDLINE (1966-present), CANCERLIT (1983-present), OVID's Evidence Based Medicine Collection, and Health and Psychosocial Instruments (1983-present), as well as several full-text journal collections. The Current Contents Connect and Micromedex database are also available. Additional databases including CINAHL, HealthStar, Biological Abstracts, AIDSLINE, PSYCINFO, and ERIC are available through cooperative agreements with state institutions.

Information Services Librarians have access to several hundred additional databases, such as EMBASE, Sociological Abstracts, and AGELINE, through database vendors including DIALOG, OVID Online, and the National Library of Medicine. Librarian-mediated searches are performed for a minimum charge of \$8.00. Charges vary according to the database, the number of years searched, the amount of information

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retrieved, and the format in which the information is provided.

Instructional Services

Library staff provide a variety of services to orient and instruct users in the effective use of the collection and the biomedical information services and resources available. Orientation sessions may include a tour of the Library, an overview of Library resources and services, and an introduction to database searching. New faculty members are encouraged to arrange for a personalized orientation by calling the Library. Librarians also teach workshops on a variety of information retrieval and management topics, including regularly scheduled classes on the use of MEDLINE and the Internet. Workshops tailored to the needs of specific user groups may also be scheduled.

Microcomputer Services and Non-Print Collection

The Briscoe Library provides a Library Computer Center for use by faculty, staff, and students located on the second floor of the Library. The Center provides IBM-compatible and Macintosh personal computers, flatbed scanners, CD burners and a 35 mm slide scanner. A variety of software including Microsoft Office, computer-assisted instruction programs, email and Internet access are available on the networked personal computers. Printing is also available. Faculty, staff, and students can use the computer facility all hours the Library is open.

Interlibrary Loan, Printing and Photocopy Services

Health Science Center faculty, staff, students, UHS employees, and licensed health care professionals in Bexar County, are eligible for interlibrary loan privileges. Work-related materials not owned by the Library can be requested for a nominal fee. Materials may also be requested through Loansome DOC while searching PubMed and MEDLINE Plus. The Loansome DOC service is also available to South Texas area health professionals. The Library provides printing and photocopy options including self-service machines and a copy card system. Printing stations are located on the second and third floors. Eight copiers are located in the fourth floor Photocopy Room; three copiers are located in an Express Photocopy Room on the third floor. In addition to self-service photocopying, the Library provides a fee-based service for copying by staff.

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Payment for Services

Some Library services are fee-based including database searching, interlibrary loan, photocopy and printing services. Payment may be made by departmental account, cash, personal check or credit card (Mastercard, Visa, or Discover) at the third floor Circulation Desk.

The Library will transmit dissertations for binding through the Office of the Dean of the Graduate School of Biomedical Sciences. Information on costs for this service is available from the Library's Bindery staff.

Library Computer Use Policy

The Library recently instituted a computer use policy, designed to inform users of appropriate use of Library computers. Highlights of the policy are posted near computers on all floors of the Briscoe Library and at the Brady-Green Library. Because computers in the second floor Library Computer Center are intended for different purposes than the computers in other areas, there are some differences in the type of use that is acceptable on the computers on the second floor versus the computers on the third, fourth, and fifth floors.

The Library reserves the right to take appropriate action to insure compliance with this policy. Library staff has the right to determine appropriateness of workstation use and may at any time, require the patron to leave the workstation.

Acceptable Computer Uses

Acceptable uses for all Library computers:

- Meeting research and educational information needs is the primary reason the Library provides computer workstation access.
- Any health-related information searching is a legitimate use of these resources.
- Unstructured navigation ('surfing') of the Internet to locate sites of interest and hone navigation skills is allowed.
- Downloading of some files is allowed. Please ask for assistance at one of the Service Desks.
- Children under the age of 12 must be accompanied by a supervising

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adult at all time.

Unacceptable Computer Uses

Unacceptable uses for all Library computers:

- Computer use is a privilege. Library computers may not be used for illegal, unauthorized, unethical, or commercial purposes. Please see the *Handbook of Operating Procedures*, [Section 5.5.11](#), "Computer Crimes Law".
 - The Health Science Center's Computer Ethics Policy and the Texas Penal Code, Chapter 33, Computer Crimes at <http://www.uthscsa.edu/computing/content/helpdesk/statementofethics.html>.
 - Games of any kind, including those played over the Internet, are not allowed in the Library.
 - Viewing of pornographic material may be grounds for sexual harassment charges by other users. Users of Library computers should be aware of the public nature of shared facilities and should take care not to display images that could create an atmosphere of harassment for others. For more information, consult The University of Texas System policy for "Sexual Harassment and Misconduct" at <http://www.utsystem.edu/policy/policies/int134.html>.
 - Personal computers, computer peripherals and personal assistant devices (e.g. palm pilot) may not be attached to the Library's computers, networks or printers.
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Internet

- The Internet contains a wealth of valuable information resources. However, users should be aware that some information may be inaccurate, outdated or offensive. Users should exercise judgment and discrimination when evaluating the usefulness and reliability of material found on the Internet.
 - All persons accessing the Internet through University of Texas System computers must abide by The University of Texas System Policy, "Information Resources Use and Security Policy" ([UTS165](#)),
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and all Texas state laws and regulations concerning use of state property and computing resources.

- Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into digital format. Please see The “University of Texas System Copyright Policy” at <http://www.utsystem.edu/ogc/intellectualproperty/copypol.htm>.
 - Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users’ activities.
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