

SUBJECT: Facilities: MCCN Student Access to MCW Library

MANUAL: Health Sciences Library Policy & Procedure

POLICY: MCCN Student Access to MCW Library

RESPONSIBLE PERSONS: Library Staff

1. The Health Sciences Library will be open during specified hours to support the needs of its clients. Hours may be changed to coincide with the College of Nursing school calendar.
2. Access to MCW Library location after hours is provided to faculty, medical staff, and MCCN students based on their request and MCW security approval.
3. After approval, students need to be alert and stand guard when entering and exiting the CLE and Health Sciences Library to make sure no one enters without badge access.
4. Students are NOT permitted to allow anyone into the library after hours. This includes, but is not limited to, friends (including classmates), spouses, children, significant others, etc.
5. The library is under video surveillance and violation of any library policies is grounds for removable of 24/7 access. Access to the library 24/7 is a privilege, not a right, and this privilege can be revoked at any time.
6. Students are required to submit a form EACH semester (exception for SDAP students), which is accessible on the library website under the College of Nursing page.

DEVELOPED BY: Library Staff

DATE: 10-31-2014

REVISED BY: Library Staff

10-31-2014

REVIEWED BY: Stevo Roksandic, Director

10-31-2014

APPROVAL FOR IMPLEMENTATION BY:

DATE: 10-31-2014

Christine A. Wynd