

SUBJECT: Access Services: College of Nursing distance learning students

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Circulation of Library Materials - College of Nursing distance learning students

RESPONSIBLE PERSONS: Library Staff and Clients

1. College of Nursing distance learning students may borrow materials available only in the MCHSL catalog, excluding all circulating items in the Leisure collection, and materials cataloged as "Lib Use Only" cannot be borrowed.
2. Ohio residents must comply with the established OhioLINK policies and procedures.
3. Requested materials will be delivered via UPS only to the client's home address as recorded in their library record.
4. Distance learning students are limited to borrowing 5 items from MCHSL catalog per semester.
5. Expected delivery to receive requested item(s) is approximately 10 days after placing a hold on the material (If there is a hold placed on an item currently checked out, this will delay receiving the item).
6. Loan period for MCHSL materials is 90 days. Materials must be returned to MCHSL within 10 days after the loan period. Materials must be returned at the client's expense by UPS following instructions received with the materials.
7. Lost or damaged items will be replaced at the client's expense. If materials have not been returned, clearance will not be given and grades will be placed on hold in an effort to retrieve the materials.

DEVELOPED BY: Library Staff

REVISED BY: Library Staff

REVIEWED BY: Stevo Roksandic, Director

APPROVAL FOR IMPLEMENTATION BY:

DATE: 7/1/14

DATE: 2007

6/04/14

6/04/14

Clare Eschelle