

SUBJECT: Access Services: Electronic Resources Unavailable

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Unavailability of Electronic Access

RESPONSIBLE PERSONS: Library Staff

In the event that electronic access is unavailable, the following options will be utilized to provide information to the library customer:

1. Utilizing print materials available such as journal issues, indexes, books
2. Requesting information from other area libraries
3. Using manual back-up procedures to check out materials

MOUNT CARMEL

DEVELOPED BY: Library Staff

REVISED BY: Library Staff

REVIEWED BY: Stevo Rokсандic, Director

APPROVAL FOR IMPLEMENTATION BY:

DATE: 8/7/07

DATE: 1997

7/16/07

7/16/07

Anne Eschele