

SUBJECT: Facilities: Access & Maintenance

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Access & Maintenance

RESPONSIBLE PERSONS: Library Staff

1. The Health Sciences Library will be open during specified hours to support the needs of its customers. 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 and medical staff only.
3. Access to MCE and MCSA Library locations is 24/7 for all associates with badge authorization.
4. Library staff will provide operative instruction on photocopy machines, microfilm readers, printers, fax equipment, A/V equipment etc. to customers unfamiliar with their use.
5. The staff will perform basic maintenance upon these machines, such as refilling paper, changing cartridges, removing paper jams, etc.
6. Calls should be placed to appropriate vendors for any maintenance problems.
7. Library staff should consult with the library technology specialist and/or the IR Help Desk for any problems with computers, wireless access and/or software.
8. Library customers should have access to internal phones located at each site. Phone calls should be limited to hospital business and time spent should be kept to a minimum.
9. Cell phones will not be in an audible mode and cell phone conversations are not permitted in the library.
10. No food unless for an authorized event is allowed in the Library. Beverages with lids are permitted.
11. Maintenance requests such as heating and cooling, electrical, cleaning, etc., will be directed to Facility Services or Environmental Services at each hospital/library location.
12. Emergencies will be handled by consulting Mount Carmel Emergency Response Manual.

DEVELOPED BY: Library Staff

DATE: 9/03

REVISED BY: Library Staff

8/29/07

REVIEWED BY: Stevo Roksandic, Director

8/29/07

APPROVAL FOR IMPLEMENTATION BY: *Ann E. Schiele*

DATE: 8/30/07