



USAHS Policy on Alumni and Guest Library Use

The University of St. Augustine for Health Sciences (USAHS) is a private university. Our library dedicates itself to serving our students, staff, and faculty and assisting those patrons in their learning and teaching goals. We also seek to serve, where we can, several groups that are affiliated with USAHS: alumni, clinical partners, non-degree seeking students, and continuing education/seminar participants.

ALUMNI

USAHS alumni are entitled to use the physical space and resources of each USAHS campus library, so long as they register as a visitor on campus and follow the rules of the library space regarding noise level, food, and drinks, and so forth. Alumni may use any physical library resource that does not require to check out but must use these materials within the library only. Alumni do not have circulation privileges and may not remove library materials from the library. Alumni may not use certain reference/reserve items that require check out to use within the library, including Reserve Textbooks.

Alumni are not currently able to use the library's online journals, databases, or eBooks (i.e., any online resource that requires a log in). However, alumni may request full text articles by emailing library@usa.edu with the full citation of the article. The library staff will email the full text of the article to the alumni, accessing it either through our own collection or through interlibrary loan.

Alumni are also encouraged to investigate what, if any, library, or information services might be available through their places of employment. Most hospitals and many large clinics provide information services to their employees.

CLINICAL PARTNERS

The University of St. Augustine partners with many clinical sites, and for the purposes of the library, the clinical instructors (also called preceptors or fieldwork supervisors) at those sites are considered "faculty." As such, clinical instructors have full access to the library's online journals, databases, and eBooks and can access these resources from their own locations. Clinical sites receive login information to access the library's online resources from the Clinical Education department but may contact library staff for assistance in accessing and using those resources. One-on-one support to clinical instructors may not be possible depending on the library staff's workload. We ask that clinical instructors make use of the [online tutorial videos](#) and other tools before contacting the library directly.

Clinical instructors may request full text articles unavailable in the USA library's online holdings by emailing library@usa.edu with the full citation of the article. The library staff will email the full

text of the article to the clinical instructor after receiving it from another library via interlibrary loan (usually 3-5 business days).

In the rare case that a clinical instructor is physically on one of the University's campuses, s/he is entitled to use the physical space and resources of each USAHS campus library, so long as s/he registers as a visitor on campus and follow the rules of the library space in regard to noise level, food and drinks, and so forth. Clinical instructors may use any physical library resource that does not require to check out but must use these materials within the library only. Clinical instructors do not have circulation privileges and may not remove library materials from the library. Clinical instructors may not use certain reference/reserve items that require check out to use within the library, including Reserve Textbooks.

NON-DEGREE SEEKING STUDENTS

Students who are enrolled in or are auditing one or more courses at the University but have not been accepted into a degree program have full access to the library's online journals, databases, and eBooks and can access these resources from their own locations. Non-degree seeking students should use their USA email address and password to gain access to the library's online resources.

Non-degree seeking students do not have borrowing privileges. In the rare case that a non-degree seeking student is physically on one of the University's campuses, s/he is entitled to use the physical space and resources of each USAHS campus library, so long as s/he registers as a visitor on campus and follow the rules of the library space in regard to noise level, food and drinks, and so forth. Non-degree seeking students may use any physical library resource that does not require check out but must use these materials within the library only. Non-degree seeking students may not use certain reference/reserve items that require check out to use within the library, including Reserve Textbooks.

CONTINUING EDUCATION/SEMINAR PARTICIPANTS

Much like alumni, visitors to our campuses for continuing professional education courses or seminars are entitled to use the physical space and resources of the campus library while they are visiting, so long as they wear a name badge and behave appropriately. CPE participants may use any physical library resource that does not require to check out but must use these materials within the library only. CPE participants do not have circulation privileges and may not remove library materials from the library. CPE participants may not use certain reference/reserve items that require check out to use within the library, including Reserve Textbooks.

CPE participants are not currently able to use the library's online journals, databases, or eBooks (i.e., any online resource that requires a login). However, these patrons may request full text articles by emailing library@usa.edu with the full citation of the article. The library staff will email the full text of the article to the patron, accessing it either through our own collection or through interlibrary loan.

CPE participants are also encouraged to investigate what, if any, library, or other information services might be available through their places of employment. Most hospitals and many large clinics provide information services to their employees.

UNAFFILIATED GUESTS/MEMBERS OF THE COMMUNITY

The University of St. Augustine is not a public university, and therefore our library cannot use our time, resources, and physical space to serve the public (i.e., members of the community unaffiliated with the University). We concentrate our efforts on our students, faculty, staff, and affiliated guests.

Members of the community who wish to access materials from the University library must request those materials via interlibrary loan through their public library or through a college or university library with which they are affiliated. Likewise, members of the community requesting use of the University library's physical space for purposes of studying, computer use, and so forth will be referred to their local public library or the library of a nearby public university.

Approved by the Library Committee July 2012

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