

Circulation FAQ

<http://www.saintpetersuh.com/MedicalLibrary>

The Medical Library is open 8am-6pm, Monday through Thursday and 8am-5pm on Friday. The Medical Library is closed on Saturdays and Sundays..

Q: Who is permitted to have a library card for the Medical Library at Saint Peter's University Hospital?

A: Patrons must be part of one of the following groups to qualify for a library card.

- attending and house physicians
- residents and fellows
- nurses
- employees
- Drexel University medical students
- Rutgers University pharmacy students
- UMDNJ physician assistant students
- contract workers – with permission from the Manager, Library Services
- Middlesex County Dental Association members (dental materials only)

Q: How do I get a library card?

A: Fill out an application in the Medical Library. You will need your Saint Peter's University Hospital identification card.

Q: How long must I wait before I can check out material?

A: You may check items out of the library as soon as your card is issued. No waiting is necessary.

Q: Must I show my library card every time I go to the library?

A: Your library card is not required to read or work in the library. However you should present your card to a staff member whenever you check out material.

Q: How long is my library card valid?

A: Cards issued to residents and fellows expire on June 30 of the year the residency or fellowship ends. Cards for medical students expire three days before the end of their Saint Peter's rotation. Cards for all other patron types expire upon termination of employment or contract.

Q: How many items may I check out from the library?

A: Patrons are permitted to have up to ten (10) items on a library card at any one time. These items can be books, audiovisual materials, or any combination of the two.

Q: How long am I permitted to keep library material?

A: Books and clinics from the general collection circulate for four (4) weeks and may be renewed for one additional four-week borrowing period. Audiovisual materials (audiotapes, videotapes, CDs) circulate for two (2) weeks, with one additional renewal for another two (2) weeks.

Q: How will I know when to return my library material?

A: A date due slip is located in the back of books and on cases for audiovisual material. The library staff member who checks out your material will write the due date on each piece.

Q: How can I return items if the library is closed?

A: A book drop is placed outside the library's door whenever the library is closed. Feel free to return any material in the book drop.

Q: What if I need a book or audiovisual material that someone else already has checked out?

A: A reserve (or hold) will be placed on a circulating item requested by another patron needs. The current borrower will not be allowed to renew the item. If there is a legitimate rush for the item, the library can recall any material and the patron will have one week to return it to the library.

Q: What happens if I don't return library material on time?

A: Items not returned by the due date are considered overdue. The library will contact you via email, regular mail, or telephone to inform you that you have overdue material. If the items have been overdue a short time (a week or less), you have the opportunity to renew the items; they will then be checked out for an additional borrowing period. If it becomes necessary to contact you more than once, you may not renew the material and all items must be returned to the library as quickly as possible. If items are out beyond 5 weeks overdue and we must send you an invoice, your borrowing privileges will be suspended. The length of the suspension is equal to the length of time the items were overdue.

Q: Will I have to pay fines on overdue material?

A: The Medical Library does not charge fines for overdue material. If an item is lost or damaged beyond use, the patron will be asked to pay to replace the item, along with a \$25.00 processing fee.

Q: I am a practicing dentist and a member of the Middlesex County Dental Association. May I borrow dental material from the Medical Library?

A: The library maintains a list of members of the Middlesex County Dental Association and extends borrowing privileges of dental material. Audiovisual material circulates for two (2) weeks, with one renewal permitted. You should present your association membership card and contact information whenever you want to borrow material.

Q: How can I see what material the Medical Library owns on my topic?

A: The library's collection can be viewed via the library's online catalogue. This catalog is available in the library, or can be accessed remotely using our website. Go to <http://www.saintpetersuh.com/MedicalLibrary> and select "Catalog." You may look up items by author, title, ISBN, or keyword. If you need help with your search, feel free to ask a library staff member to help you.

Q: May I borrow journals from the Medical Library?

A: The Medical Library's journals (single issues or bound copies) generally do not circulate. [You may request permission from the manager for extenuating circumstances.] You may make one (1) copy of an article or section of a book, according to copyright law. Making multiple copies of a journal article may be a violation of copyright law. Copying entire books or journal issues is a violation of copyright law and is not permitted.

Q: What if I can't find the book I need in your collection?

A: We can often obtain books from other libraries. This is called an interlibrary loan. Please see our handout for interlibrary loans or consult a staff member.

Q: Will I be able to find non-medical material in the Medical Library?

A: The Medical Library houses professional level medical information in book, journal, and audiovisual formats. A public library will have fiction and general non-fiction material. Library card holders may request material through JerseyCat. Please see the JerseyCat handout for additional information.

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