

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: LIBRARY SERVICES

The College provides a networked TriHealth library to serve all facets of the hospitals. The College contributes budgetarily to the operations and acquisition of materials specific to the educational program. This effort is to provide the most current materials and text resources for the availability of faculty, staff and students.

A. ACQUISITIONS

Procedure:

Printed/Electronic Material

1. Department Chairs submit book requests to the Dean of Academic Affairs.
2. Approved requests will be sent to Library Services for purchase.

New Text

1. Library Services evaluates new books weekly and selects relevant titles.
2. New acquisitions are regularly posted for students, faculty and staff on SONIS.

Journals - Electronic and print

1. A collection of both print and electronic journals will be maintained.
2. The collection will be reviewed yearly for relevance of the materials by Library staff.
3. Standard collection development resources will be used to determine the need for addition/deletion of materials.
4. New acquisitions will be added, based on customer input, quality of the materials, review by the Dean of Library Services, and recommendations from Department Chairs and the Dean of Academic Affairs.

B. MAINTENANCE OF HOLDINGS

Maintenance of the collection involves keeping materials in an optimum condition for their relevant use

C. WITHDRAWAL OF MATERIALS

The quality, not the size, of the library collection determines its value. Withdrawal of dated material is done to keep the collection current and functional. Withdrawals are done on a continuous basis as new materials are added to the library.

