

## Guidelines for Library Services, June 1983

Lehigh Valley Health Network

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THE ALLENTOWN HOSPITAL  
HEALTH SCIENCES LIBRARY  
ALLENTOWN, PENNSYLVANIA

June, 1983

Title: GUIDELINES FOR THE USE OF THE LIBRARY BY CARDHOLDERS

- 1) Eating, drinking, or smoking is strictly prohibited in the library at all times.
- 2) Borrowing privileges are limited to the following hours for all library users unless special arrangements are made with the Director of Library Services or the Assistant Librarian.

8:30 a.m. - 10:00 p.m. Monday - Thursday

8:30 a.m. - 5:00 p.m. Friday

8:30 a.m. - 12:30 p.m. Saturday

- 3) Brief cases, knapsacks, portfolios, gym bags, purses, bookbags, or other carry-all bags are permitted in the library only during the following hours:

8:30 a.m. - 10:00 p.m. Monday - Thursday

8:30 a.m. - 5:00 p.m. Friday

8:30 a.m. - 12:30 p.m. Saturday

- 4) A lost card should be reported immediately to the personnel department.
- 5) All persons must leave the library when the library staff locks the door. Cardholders must then use their card to reenter the library to ensure that they have been properly registered by the security system.
- 6) Under no circumstances is a card holder permitted to allow anyone (authorized or unauthorized) to use his/her card to gain access to the library or open the door for anyone.
- 7) A Resident who forgets his/her card may have the security guard open the door. The security guard will use a card to allow access so that it is properly registered by the security system. The security guard will provide the library staff with the time, date, and name of the person. A written warning will be issued to the cardholder. No other users will be allowed access.

- Penalties:
- 1) Revoke card \_\_\_\_\_ days
  - 2) Fine of \_\_\_\_\_
  - 3) Removal from Program
  - 4) Report as part of permanent record
  - 5) Warning slip
  - 6) Subcommittee of Library Committee (3-5 members, quorum of 3) determine penalty after an investigation; could result in removal, termination, or loss of privileges.
  - 7) Depending upon the circumstances, all disciplinary action will be subject to existing hospital and hospital department policies and procedures for reprimanding employees and others.

The Allentown Hospital  
Health Sciences Library  
Allentown, Pennsylvania

Title: POLICIES FOR THE USE OF THE LIBRARY BY CARDHOLDERS

Date: June, 1983

Policy: Only authorized individuals will be allowed access to the library during the hours it is not staffed.

Purpose: To maintain effective control of all library materials while assuring appropriate access to the library facility as may be required.

Procedure: Authorization will be limited to specific categories of hospital personnel and members of the Medical/Dental Staff as follows:

Medical/Dental Staff

Residents (Allentown Affiliated Hospitals)

Hospital Personnel

- 1) Nursing Supervisors
- 2) Faculty Members
- 3) Inservice
- 4) Department Heads
- 5) Executive Officers
- 6) Security Guard
- 7) Others as deemed appropriate by the Librarian

Additional categories may be authorized on a temporary or permanent basis by the Joint Health Sciences Library Committee.

Authorized persons will be issued a card and a copy of the "Guidelines for Use of the Library by Cardholders" by the personnel department and will be required to sign an agreement to abide by these guidelines. The agreement will be maintained by the personnel department for hospital employees and by the Medical/Dental Staff Secretary for the Medical/Dental Staff.