

RUTH R. CLEVELAND MEMORIAL LIBRARY

Cleveland Chiropractic College

10850 Lowell Avenue

Overland Park, Kansas 66210.

To : All Students
From : Marcia M. Thomas, Library Director
Re : Library Information
Date : Summer 2009

Hours:

Library hours are 8:00am-5:00pm, Monday through Friday. Business hours during the April, August, and December trimester breaks, or the DC Spring Break, may vary, so please check the posted schedule. Any special hours or special closings will be posted in the Library and sent to your *my.cleveland* e-mail account.

Card Catalog:

The Library's automated card catalog is a user-friendly way to locate our books, audiovisual resources, and journals. You can access the Library's card catalog from our web site, http://www.cleveland.edu/academicPrograms/libraries/kc_library.aspx, or from the four computer stations located at the front of the Library, near the service desk. By clicking on the catalog icon, the menu will guide the user through a simple author, subject or title search, or through a more advanced search. Library staff members are available to help users conduct their searches, print searches, or locate specific items. The computer screens also include icons that connect the user to several research tools. Additional information on these resources is included below, but you may also want to ask the Library staff for details and assistance. Please note that these four computer stations are for accessing Library resources only. Full Internet access, student e-mail, word processing, and other computer programs are available in the Student Computer Labs.

Checkouts:

Circulating books are checked out for four weeks. Books cannot be renewed, but a "hold" can be placed on any book(s) you need. Reference books and journals cannot be checked out and must be used in the Library. All student borrowers must show a valid College I.D. in order to check out books. Circulation procedures are automated, using the Library's EOS-Web software system.

Overdue Policy:

Overdue charges are calculated at \$1 per book per day and are assessed only for the days the Library is open for business. All books must be returned and all overdue charges paid by the end of each trimester, or module, in order to avoid having Library privileges suspended.

Lost or Damaged Books:

Borrowers will be assessed a replacement charge for books that are lost or significantly damaged. The replacement charge will be based on the current cost of the book as listed in *Medical and Health Care Books in Print*, or as listed in the publisher's catalog. If the book is no longer in print, the charge will be based on the cost of a comparable book. Some damage to a

book might be minor, in which case it will be repaired and returned to the collection, and the borrower will not be charged. However, if the Library Director determines that the damage to the pages, binding, or cover is substantial, and the book must be replaced, the borrower *will* be charged.

Reference Collection:

These are books that must be used in the Library and cannot be checked out. The reference collection is located adjacent to the service desk, on the north side of the Library. Reference copies of current required and recommended textbooks are located behind the service desk and students using these books are asked to sign for them. A \$5 per day fee is assessed if a student takes a reference book out of the Library. Also located near the service desk are notes and assigned readings provided by many of the College's faculty. Items in these packets may be photocopied, but they should not be taken off campus.

Journal Collection:

Print journals are available for in-Library use only. The print collection includes more than 350 subscriptions in the health sciences and more than 75,000 microfiche files of back issues, some dating back several decades. Current year issues are located near the Library entrance, just across from the service desk. Back issues of print journals and journals on microfiche are located at the east end of the Library, as is the microfiche reader/printer. Students also have free access to several on-line journal indexing and abstracting services, including: *PubMed* (the *MEDLINE* databases), *Index to Chiropractic Literature*, *Cochrane Collection*, *Natural Medicines Comprehensive Database*, *MANTIS*, *DC Consult*, *CINAHL Full Text*, and *OstMed (Osteopathic Literature Index)*. Many of those indexing services will link the user to free full text. The Library also provides free access to many e-journals via *EBSCO-Host*, *Science Direct*, and *EBSCO's A-to-Z Journal List*. All of these electronic resources can be accessed from the Library's student computers and, in many cases, from any campus computer (i.e., Student Computer Labs). Please ask the Library staff for information on specific print and electronic journal titles.

Inter-Library Loans and Document Delivery:

The Library participates in several local, regional, national, and international library networks and consortia, through which books, journals, and audiovisual items may be borrowed. The Library staff can provide details on this free service.

Photocopy:

A student photocopier is located at the east end of the Library, adjacent to the back issues of print journals and the microfiche collection. A microfiche reader/printer is available for making copies of fiche journal articles. This reader/printer also allows Library users to e-mail PDF articles to their e-mail accounts.

Copyright:

The Library makes every effort to enforce Title 17 (U.S. Code) regarding copyright and photocopying. If you have any questions about copyright, please ask the Library staff.

Computer Searches:

Library users may do their own searching on several databases available on the Library's student computers, including: the *Index to Chiropractic Literature*, *PubMed*, *Cochrane Collection*, *OstMed*, *Natural Medicines Comprehensive Database*, *MANTIS*, *DC Consult*,

ConsumerLab.com, *CINAHL* and the *PDR Electronic Library*. We encourage students to ask the Library staff for assistance and for additional information on these databases, particularly on how to select the most appropriate database and the most useful search terms. Mediated searches are also available and are conducted on *PubMed*, and *DIALOG*, a database vendor with more than 1,000 resources in the sciences, humanities, and public affairs. These mediated searches are performed by the Library Director and should be requested when your own search has failed to locate the information you need. There is no charge for these searches, but there may be limits to the number of citations retrieved

Library Publications:

The *Selected List of New Acquisitions* is distributed three times a year The *Library Information* handout is updated every trimester and is distributed to new students during orientation. All publications are also posted on the Library's web page, http://www.cleveland.edu/academicPrograms/libraries/kc_library.aspx

Library User Surveys and Suggestions:

A "Library User Survey" is available at the service desk and students are encouraged to provide feedback. In addition, there are occasional e-surveys regarding specific Library services or policies. Suggestions or other comments about Library resources and services are always welcome and may be left in the Library mailbox in the College's Administrative Office or e-mailed to the Library Director (marcia.thomas@cleveland.edu). Personal responses to suggestions or comments will be provided on request.

Library Security:

All Library materials are protected by a 3M Tattletape security system. If the system sounds an alarm when you exit the Library, you will be asked to return to the service desk to make sure your books were checked out properly. You may also be asked to open your book bag. Books from other libraries, DVD/video rentals, and other items occasionally trigger a false alarm. But please remember that "unauthorized borrowing" and/or destruction of Library property are violations of the Standards of Student Conduct and may result in dismissal from the College.

Library Etiquette:

Library users are expected to conduct themselves in a courteous, quiet, and professional manner when they are in the Library. The Library is not the place for practicing for OSCEs, playing cards, meeting with a vendor, eating lunch, or any behavior that would disrupt the work of other Library users or the Library staff. Please remember that many campus visitors tour the Library, so your help in keeping the area presentable and the atmosphere professional will be greatly appreciated.

The Library is considered to be a "quiet zone" at all times. If you need to study out loud or talk with friends or use your cell phone, we ask that you please do that elsewhere. We encourage you to let us know if someone's noise is disturbing you so that we can take appropriate action – whether that person is another student or a Library staff member. Students who do not comply with Library staff requests to be quiet, or who are being disruptive in any other way, may be asked to leave. Failure to comply with such a request from the Library staff will result in an Incident Report being filed and possible disciplinary action by the College.

The two student study rooms are intended for individual quiet study or for group study. Each room can accommodate up to five students and each is equipped for audiovisual use. We ask that you keep in mind that the study rooms are not sound-proof and that students seated in the Library, and library personnel working in their offices, may inadvertently be privy to your conversations.

The guidelines below also apply to the entire Library facility:

Cell phones and pagers must be turned down or turned off when you're in the Library.

No food or drink should be brought into the Library. The Library staff will not store bottles, cans, cups, or other food or drink containers at the service desk.

Chewing tobacco is not permitted in the Library.

Any personal belongings left in the Library will be turned in to lost-and-found (Facilities Department) after 24 hours. The Library staff cannot store books, coats, bags, or other personal items at the service desk.

Library History:

The Library was established in 1976 as the Ruth R. Cleveland Memorial Library. It was named for one of the founders of the College, Dr. Ruth Rose Ashworth Cleveland, and was originally housed in a 10x12 foot section of an administrative office in the College's historic 37th and Troost location. The Library, its staff, collections, and services have consistently been noted as "strengths" by site teams from the North Central Association and Council on Chiropractic Education accrediting agencies. The Library Director, Ms. Thomas, has served in that position since 1976 and is listed in *Who's Who in America* and *Who's Who of American Women*. For more than twenty years, the Library has been designated an "Information Provider" by the National Library of Medicine, underscoring the Library's commitment to providing health sciences information to unaffiliated users as a public service. In 2007, the Library was given special recognition by the Health Sciences Library Network of Kansas City for outstanding achievement in outreach services.

To Contact Us:

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