

Policy Title: Access to CMCC Health Sciences Library and Learning Resources

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	August 29, 2024	Effective date:	August 29, 2024
Policy Sponsor:	Dean, Undergraduate and Graduate Education	Date last reviewed:	August 29, 2024
Date of Mandatory Review (expiry date):	August 2029	Date of last revision of Procedures:	August 29, 2024

1. POLICY

1. CMCC restricts access to its Health Sciences Library (Library) to students, faculty, employees, alumni, adjunct faculty, and authorized guests. Leave of absence students may use the library services but only in-person or online use, no materials will be signed out.
2. CMCC may restrict access to any areas, collections, equipment, or services when the preservation of materials, the needs of the institution, or the efficient operation of Library processes are served by such restrictions. This may include controlled access to materials that are rare, fragile, and particularly valuable, of historical significance, on reserve, on loan, or not yet processed.
3. Borrowing privileges for Library materials are restricted to CMCC students, faculty, staff, the professional chiropractic community, and select external clients, as approved by the Director of Library Services.
4. Access to online resources is restricted to authorized users through the CMCC website and/or learning management system (KIRO 2.0).
5. CMCC reserves the right to charge additional fees for certain services, such as Document Delivery. Costs are influenced by the type of client and by whether the articles can be sourced internally or must be obtained outside of the CMCC Library.

6. A Library user who is delinquent in relations with the Library may be denied access to the Library and its services, and the matter may be referred to appropriate authorities.

2. PURPOSE

To restrict and regulate access to the Health Sciences Library and learning resources.

3. SCOPE

All CMCC employees, students and authorized guests.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations

5. RELATED POLICIES (not a comprehensive list)

- Access to CMCC
- Computing and Information Technology Use
- Copyright and Intellectual Property
- Personal Property Protection
- Privacy
- Speakers

6. DEFINITIONS

- Student refers to any full-time or part-time person enrolled in the CMCC Undergraduate or Graduate Studies program during the duration of their education. Student also refers to CMCC personnel or Board members participating in professional development activities.
- A Leave of absence is a period during which a student takes temporary leave from the academic program, with the expectation to return to their studies.
- Delinquent library user refers to any full-time or part-time person enrolled in the CMCC Undergraduate or Graduate Studies program during the duration of their education that has an outstanding account balance or unreturned library book.

New Policy Approved (date):	February 26, 2015
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Policy Revision History (dates):	August 31, 2017 August 29, 2024
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-----**END OF POLICY**-----

7. PROCEDURES

1. Employees and students are provided with a photo identification card upon hire and registration. This card doubles as a library card which provides access to borrowing privileges
2. To access books, journal articles, and research databases:
 - a. All books, journals and multimedia resources are catalogued in the Online Public Access Catalogue (OPAC). On the library home page, select the Library Catalogue from the links provided and click on the Catalogue Only option in the Discovery search bar to retrieve only catalogued items. Choose Power Search and proceed.
 - b. For quick access to the peer reviewed chiropractic literature, click on the Index to Chiropractic Literature (ICL) icon on the Library home page. ICL is free at <http://www.chiroindex.org>
 - c. To search for journal articles on a variety of topics, click on the Research Databases tab on the Library home page to access the electronic resources to which the library subscribes, including quick access to PubMed for clinical literature.
 - d. For quick access to all library e-resources, click on the E-Resources Portal tab on the Library home page.
 - e. For off-campus access to electronic databases and journals, use any of the links provided on the Library Home page or E-Resources Portal page and apply your regular network/KIRO log on for off campus access.
 - f. Links to our information resources have also been reproduced in KIRO. Log in to KIRO and use the EBSCO Discovery and E-Resources links provided. Apply your regular network/KIRO log on for off campus authentication.
3. To book an appointment for Reference and Information Services, including user training on bibliographic databases and other online resources, please contact librarian@cmcc.ca. To view online tutorials, go to the Library KIRO page.
4. Borrowing Privileges: Circulating books may be borrowed for two weeks. Reserve book loans are overnight or in-house only. Multimedia resources loans are overnight, in-house or for three days. Print journals may not be borrowed.

Renewals may be made by email at librarian@cmcc.ca or by telephone, provided there are no holds on the books.

5. All loans and returns are to be processed at the Library circulation desk, during business hours. A drop box is available for after hour returns. The drop box is located on the landing of the front entrance to CMCC, at the far right, adjacent to the Clinic.
6. A fine will be levied on delinquent books including reserve books and multimedia resources in accordance with current rates, as published on the Library KIRO page. Borrowers with outstanding fines of \$20 or more, or outstanding fines for more than 30 days, may have their Library privileges restricted or revoked.
7. Printing and Copying: Student ID cards are also print cards and must be used to access printers and copiers. All students, faculty and staff may print and photocopy Library materials as long as they observe copyright regulations. Student ID cards/print cards may be loaded with financial credit using the cash pay terminal in the library's print room. Students may use credit cards to load their copy/print accounts online at <http://payonline.cmcc.ca>.
8. All requests for journal articles are to be directed to the Library Technician in charge of Document Delivery.
 - Orders from CMCC's Library Holdings are made directly with the Library Technician. Provision of the Medline reference or relevant citation information is required to process the order. Once processed, you will be advised that your order is available for pick up or delivery.
 - All interlibrary loan (ILL) requests are initially ordered through DOCLINE – using PubMed, Locatorplus, or Manual – by logging onto DOCLINE, entering the account number and password and proceeding with the order. The order number will be the reference to track the order. Once all of the orders have been received through the ILL service, the library will contact you to arrange for pick up or delivery.

Document delivery costs are influenced by whether articles can be sourced internally (within the CMCC Library) or requests have to be sent to external libraries/agencies. CMCC employees and students do not pay for document delivery if obtained internally through Chiropractic Library Consortium (CLIBCON) or Health Science Information Consortium. (HSIC) libraries. The current fee schedule is available in the library.

9. Study rooms may be reserved by tutors and faculty for group teaching or training. Reservations are to be made with the library staff. For students, use of these rooms is on a first-come, first-served basis.

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Procedure Revision History (dates):	January 2019 August 29, 2024
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8. ATTACHMENTS

None.