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| <b>Policy Title:</b>                          | Access to CMCC Health Sciences Library & Learning Resources        |  |                 |
| <b>Category:</b>                              | <input type="checkbox"/> Institutional - Board                     | <input type="checkbox"/> Academic - Administrative   |                 |
|   | <input checked="" type="checkbox"/> Institutional - Administrative | <input type="checkbox"/> Employment - Administrative |                 |
| <b>Approved by:</b>                           | <input type="checkbox"/> Board                                     | <input checked="" type="checkbox"/> President        |                 |
| <b>Date approved:</b>                         | August 31, 2017  | <b>Effective date:</b>                               | August 31, 2017 |
| <b>Policy Sponsor:</b>                        | Vice President,<br>Academic  | <b>Date last reviewed:</b>                           | January 2019    |
| <b>Date of Mandatory Review (expiry date)</b> | August 2024  | <b>Date of last revision of Procedures</b>           | January 2019    |

## 1 POLICY

1. CMCC restricts access to its Health Sciences Library (Library) to students, faculty, employees, members of CMCC and others, as approved.
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 and members, 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.
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)

- Federation of Canadian Chiropractic Standards for Doctor of Chiropractic Programmes, Section III Criteria for Accreditation: Policies and Procedures, Standard C, 9 (Learning Resources)
- Postsecondary Education Quality Assessment Board (PEQAB) Degree Program Quality Review Standards: Capacity to Deliver, Standard 7.2, 5

#### 5 RELATED POLICIES (not a comprehensive list)

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

#### 6 DEFINITIONS

N/A

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| <b>New Policy Approved (date):</b> |
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|-------------------|
| February 26, 2015 |
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| <b>Policy Revision History (dates):</b> |
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|-----------------|
| August 31, 2017 |
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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, print journals and multimedia resources are catalogued in the Online Public Access Catalogue (OPAC). On the library home page, select the Online Catalogue from the links provided or click on the Catalogue Only option in our Discovery search bar to retrieve only catalogued items. Choose Power Search and proceed.
  - b. To search for journal articles on a specific topic – e.g., chiropractic – and 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 icon to access the electronic resources to which we subscribe, including quick access to PubMed for clinical literature. Click on the Research Resources page to access high quality, free medical and health resources.

- d. Click on the Research Databases icon, then click on EBSCOhost Web to access CMCC's suite of databases from EBSCO Publishing.
  - e. For quick access to electronic journals, click on the E-Journals A-Z Discovery tab on the Library home page.
  - f. 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.
  - g. 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 the Research/Reference Librarian. To view the tutorials and other internet resources helpful to researchers, click on the Research Help icon on the Library home 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 over the telephone by calling the Library, 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 MyCMCC. 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.
    - a. 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.
    - b. 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, students and members do not pay for document delivery if obtained internally through Chiropractic Library Consortium (CLIBCON) or Health Science Information Consortium of Toronto (HSICT) libraries. The current fee schedule is available in the Library.

9. Study rooms or the computer lab may be reserved by employees 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.

**New Procedure Approved (date):**

February 26, 2015

**Procedure Revision History (dates):**

January 2019

## 8 ATTACHMENTS

None