

Policies of the University of North Texas Health Science Center	Chapter 4 – Administration
04.201 Policy on Use of the Library	

Policy Statement.

The primary mission of the Gibson D. Lewis Library (Library) is to serve the educational, research, service, and patient care needs of UNTHSC students, staff, and faculty. In so far as it is consistent with this mission, the Library is also open to the public. Individuals needing access to biomedical or health information or to the library’s archival resources are welcome to use Lewis Library. In order to balance our missions of service to the UNTHSC community and to the public at large, Lewis Library issues the following policy.

Application of Policy.

This policy applies to all users of the Lewis Library facility.

Definitions.

1. Visitor. “Visitor” means a member of the general public who is not currently a student, or a member of the staff or faculty of UNTHSC.

Procedures and Responsibilities.

1. Use of Lewis Library is restricted to UNTHSC students, staff, and faculty and Visitors desiring access to biomedical or health information or to the archival resources of the library for research. All Visitors must sign in to the library at the Circulation Desk and receive a visitor badge. Visitors are required to wear and clearly display a visitor’s badge at all times while on the Library premises.

Responsible Party: Visitors, Library Staff

2. Library staff will check the identification of Visitors and ensure that they sign in on the approved Visitors Log.

Responsible Party: Library Staff

3. The Library makes online work stations available so that students, staff, faculty and Visitors can access library collections and other information resources for the purpose of research. Users of work stations must adhere to applicable licensing restrictions, copyright law, and UNTHSC policy. Individuals utilizing library computers for non-research related activities may be required by Library staff to yield the computer to those requiring access to research materials.

Responsible Party: Library Staff

4. Anyone who engages in disruptive behavior or inappropriate activities, or who fails to comply with UNTHSC policy, will be asked to leave the Library.

Responsible Party: Library Staff

5. Room use in the Library buildings is governed by UNTHSC Policy 4.105, Facilities Use Policy, and the Library Room Use Guidelines.

Responsible Party: All Library Users

6. Children accompanying a parent or guardian to the Library must be properly supervised at all times in accordance with UNTHSC policy 4.108 Children on HSC campus and 4.207 Policy on Children in the Library.

Responsible Party: Parents or guardians

References and Cross-references.

UNTHSC Policy 4.105, "Facilities Use Policy"

UNTHSC Policy 4.108, "Children on HSC Property"

UNTHSC Policy 4.207, "Policy on Children in the Library"

Library Room Use Guidelines

Approved: May 2005

Effective: May 2005

Revised: May 2007, March 2015