



**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES
HARBOR-UCLA MEDICAL CENTER**

SUBJECT: LIBRARY CIRCULATION POLICIES

POLICY NO. 119

CATEGORY: Administration	EFFECTIVE DATE: 8/84
POLICY CONTACT: Jenna Kim	UPDATE/REVISION DATE: 7/21
REVIEWED BY COMMITTEE(S):	

PURPOSE:

To provide authoritative, evidence-based print and electronic medical resources to the faculty and staff of Harbor-UCLA Medical Center.

POLICY:

The Parlow Library supports quality patient care and education through authoritative, evidence-based print and electronic medical resources.

Patrons can access the Parlow Library website (<https://library.harbor-ucla.org>) for the following electronic medical resources: Parlow Library online catalog, Parlow Library online journals and books, Databases (CINAHL, Clinical Key, Cochrane Evidence-Based Medicine, DynaMed Plus, Psychiatry Online, Statref, UpToDate, Visual DX), Mobile Resources, Subject Guides, and PubMed. Patrons also can request literature search and online reference assistance through the Parlow Library website.

PROCEDURE:

I. LIBRARY CARDS

Library cards are issued to Harbor-UCLA Medical Center staff including medical students, interns, residents, fellows, faculty, nurses, and allied health professionals. Remote access to Parlow Library's website requires registration through the reference office (E: libref@harbor-ucla.org) or Parlow Library website.

II. CIRCULATION

A. Journals

- Bound journals may be checked out overnight.
- Unbound journals do not circulate.

B. Books

- Reserved books circulate for 3 days.
- General collection and patient education books circulate for 14 days. Reference books do not circulate.

REVISED: 9/86, 9/89, 10/92, 6/95, 4/98, 1/05, 10/07, 8/11, 2/15, 2/18, 7/21

REVIEWED: 6/95, 1/02, 8/11, 2/15, 2/18, 7/21

APPROVED BY:



 Anish Mahajan, MD
 Chief Executive Officer



 Anish Mahajan, MD
 Chief Medical Officer



 Joy LaGrone, RN, MSN
 Interim Chief Nursing Officer



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- Monographic serials such as "Annual review in..." circulate for 7 days.

C. Audiovisual

- Audiovisual materials may be checked out for 3 days. Audiovisual equipment may be checked out, but must be returned the same day.
- Laptop computers and projectors may be reserved for a specific time with 72 hours notice by calling the Library.

III. RENEWALS

- Journals and reserved books may not be renewed.
- Most library materials may be renewed provided there is no hold on the item. For a telephone renewal, you will need to provide the bar code number of the materials or the volume number for the journal and your library card number.
- A maximum of two renewals is permitted on most items.
- There are no telephone renewals on overdue items.
- There is no grace period. Materials are due on the date indicated.

IV. OVERDUES AND FINES

Fines are as follows:

- \$0.50 per item overdue, but returned before overdue notice is sent.
- \$2 per item returned after overdue notice is sent.
- \$5 per item returned after bill is sent.
- \$10 per day overdue bound journal.

V. CHARGES FOR LOST OR UNRETURNED LIBRARY MATERIALS

- Bound journals: Cost of replacement plus cost of binding, plus \$5 processing fee.
- Items other than bound journals: Cost of replacement, plus \$5 processing fee.

VI. LOST LIBRARY PRIVILEGES

- Library privileges are lost when a total of \$20 or more in fines or lost book charges accumulate.
- The loss of library privileges suspends all library services.