



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: OCCUPATIONAL THERAPY REFERENCE MATERIAL	Policy No.: 502 Revised: November 2015 Supersedes: April 2013 Page: 1 of 1
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BACKGROUND:

Small satellite libraries and reprint files are maintained in each occupational therapy treatment area for the purpose of making frequently used books, manuals, and articles readily available to staff for reference use.

POLICY:

1. Books, manuals or articles removed from the library or reprint file must be checked out according to the treatment area procedure.
2. Books in the O.T. satellite libraries are to be used as desk references and may not be removed from the hospital. Lost books will be replaced by the staff who last checked out the book.
- 3.

PROCEDURE:

1. Each treatment area will have a designee to maintain the library. The designee is responsible for the following:
 - a. Cataloging books and manuals new to the area.
 - b. Monitoring the check-out and following up on items that have been checked-out for an extended time.
 - c. Working with the treatment area Instructor or Clinical Manager to periodically update the library of outdated or seldom used books.
2. New employees or students to the treatment area and long-term visitors will be oriented to the policy and procedure for use of the library. New employees and students will also be oriented to the Medical Science Library.

Director, Occupational Therapy and Recreation Therapy Department

Signature (s) On File