

CONEMAUGH MEMORIAL MEDICAL CENTER HEALTH SCIENCES LIBRARY

The Conemaugh Memorial Medical Center's Health Sciences Library, Room F-205 is located on the second floor of the "F" Building (across the street from the entrance to the main hospital). The library is staffed from 0730 to 1600, Monday through Friday, except on major holidays.

By utilizing a personal Conemaugh ID Badge, patrons have admission to the library 24/7. A security camera system is always in operation. Absolutely no eating and/or drinking are permitted by the computers in the main library. Smoking is prohibited. Restrooms and a water fountain are located near the elevator.

An atmosphere conducive to study is to be maintained at all times in the library. Patrons have admittance to a small private study area located in the outer hallway as well as a large group study area located in the main library. A photocopy machine is available for patron use in the library.

To meet hospital and educational needs, the library is Wi-Fi accessible and supports seven dedicated computer workstations with one networked printer. These computers allow Internet/Intranet access and also log on to the following library provided databases: *Clinical Key*, *UpToDate*, *AccessMedicine*, *AccessSurgery*, *AccessEmergency Medicine*, *STAT!Ref*, *Rehabilitation Reference Center*, *EBSCOhost*, *R2*, and *OVID*. The library staff offers database guidance to patrons utilizing either one-on-one or small group instruction.

All patrons must complete an [Application for Library Privileges](#) form before they are permitted to sign-out library materials. It is mandatory that all new Conemaugh students and residents have an orientation to the Health Sciences Library.

The preference is that all library materials should be signed-out during normal operating hours. If you must check a book out after staffed hours, be sure to **legibly sign and date** the book card, found in a pocket at the back of the book. Leave the signed card, on the circulation counter, to enable the Librarian to sign-out your materials the next working day. There are three categories of circulation for library materials: two weeks, overnight and non-circulatory. Bound volumes of journals and RESERVE materials do not circulate.

The library collection is comprised of medical, nursing and allied health textbooks as well as some additional books of interest pertaining to the medical field. Depending on the item in the collection, textbooks and journals are available in either print or electronic formats with online access primarily obtained through multiple full-text databases. The library maintains an Online Public Access Catalog (OPAC) called Cyber Tools that is searchable with an A to Z list and/or by keyword, author, title and subject. The print library is organized according to the National Library of Medicine (NLM) Classification System. Materials that are not currently available in the library's collection may be acquired through Interlibrary Loan. All requested articles will be sent to the patron's Conemaugh email account.

Most materials have a two week circulation period that may be renewed in person, by phone or email. If there are other patrons waiting for the same materials, renewal may be denied. Library materials may be returned after staffed hours by depositing them in the book drop-box located, in the library, in front of the circulation counter. Library patrons will be charged with the current cost of \$0.25 per day/per item for overdue materials. This charge will be retroactive to the original due date of the materials. Email reminders are sent out weekly on overdue materials and library privileges are suspended after three reminders. When this occurs, the Librarian will attempt to contact the patron by phone, email or letter to rectify the situation.

Until the overdue materials are returned and the patron's fine is paid in full, all future library privileges are suspended. If the materials are not returned, the patron will be billed the current retail replacement cost of the non-returned materials plus a \$10.00 per item processing fee. If the material is no longer available to purchase, then the cost of a comparable item will be billed. All fine monies will be applied toward a library fund to be used for the replacement of lost or stolen items. If the patron is a student or resident, the Librarian will exercise their right to contact the appropriate Program Director and impede the student's or resident's graduation until the situation is rectified.

A Computer Lab, Room F-206 (located in the outer hallway from the main library area), is available to meet hospital and educational needs with two networked printers and thirty-five dedicated computers that allow Internet/Intranet and all purchased database access. Entry may be gained 24/7 using a personal Conemaugh ID Badge and the reader beside the computer lab door. Smoking, eating and drinking are **absolutely prohibited** in this area. Care is to be taken in handling computer equipment. The Librarian can provide guidance to patrons, students and residents.

The Health Sciences Library employs a Print Manager program on the computers in the main library and the computer lab. This program is designed to help manage unnecessary printing. Both bullet point and screen shot instruction sheets are posted near all the printer workstations in the library and the computer lab. The Librarian is available to provide instruction and assistance with the Print Manager program.