LIBRARY PROCEDURE

TITLE: Library entry after closing  No. GEN003

EFFECTIVE DATE: 9/16/15

REPLACES: 2/3/15

CUSTOMER EXPECTATION: Access to materials at all times for patient care

1. After Library hours, residents, physicians and medical students may use their badge to enter the Library.
2. Security will allow other personnel with a badge to enter the Library after closing.
3. Security will log the following information:
   A. Date of entry
   B. Time of entry
   C. Security guard's name
   D. Person's name and department
4. If the user has a Library barcode they may use the self checkout station. Materials should not be taken from the Library if not checked out.
5. Security shall notify the Librarian the next business day of any deviation from this policy.