

Canadian Academy of Dental Hygiene Library

Library Policies

CADH library policies are developed to ensure library services are within the vision, mission and values of CADH college and that they meet the teaching, research, learning and curriculum needs of the college.

VISION

To support intellectual growth through study and research in pursuit of knowledge, creative inquiry, critical thinking and promotion of life-long learning

MISSION STATEMENT

In line with our college mission, CADH library is committed to providing information resources and services that support CADH faculty, students and staff in pursuit of knowledge, creative inquiry, critical thinking, inclusive values and applied skills in dentistry and related fields.

LIBRARY POLICIES

RULES OF CONDUCT

Welcome to CADH library. We encourage you to use the library and respect its use by others. The following rules of conduct have been established for your comfort and respect of all users. While you are here, please do not;

- Be noisy and disruptive
- Use threatening, obscene, or abusive language
- Misuse or deface library materials and / or facility

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Use emergency exits, or obstruct entrance / exit way

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Be intoxicated (with alcohol or drugs)

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Enter with bare feet, roller skates, or roller blades

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Place feet on tables or chairs

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Use tobacco or alcohol

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Eat or drink beverages without lids near the computers

Theft of library materials is against the law and will be prosecuted. The librarian and CADH staff reserves the right to request patrons to open any bags/purses/packages for inspection when leaving the library. If during your visit you do not follow these rules, you will be asked to leave the library premises.

COLLECTION DEVELOPMENT

POLICY

The purpose of CADH library collection development policy is to provide guidelines and rationale for purchasing, updating and building CADH collection to meet the teaching, learning and research needs of the college. The policy ensures the best use of the college resources in

building the library resources that reflects the core courses, disciplines, teaching and research interests of faculty, students and staff. The basis of updating, discarding and purchasing resources will be ongoing and based on scholarly needs of students, faculty and staff in line with CADH mission statement.

CADH LIBRARY COLLECTION

These includes onsite resources such as books, DVDs, online databases, journals, (hard copy and electronic) as well as offsite resources accessed through license agreement, selected Internet resources and other interactive devices. In line with our mission statement, the primary purpose of the library resources is to support faculty and students in their research, teaching and scholarly activity in pursuit of lifelong learning.

Collection building will include selection of new resources, assessment and maintenance of existing resources. The criteria for selection will be based on curriculum areas of study and current developments in the dentistry field of study.

SELECTION

Selection of new titles for inclusion in the collection will be carried out by the librarian in collaboration with CADH professors who are subject expertise in their area of study. Students and staff are welcome to suggest titles for inclusion to the collection. In addition the following will be considered; Level of scholarship Reputation of author Reputation of publisher Geographic coverage

Language

Relevance to core subjects of CADH college

The final decision on what to buy or discard rests with the Program Director.

□ DONATION POLICY

Canadian Academy of Dental Hygiene library welcomes/accepts gifts of book and non-print materials that are current (post-1990 publication) and in scope, directly supporting curriculum, clinical or research needs of the Canadian Academy of Dental hygiene. Newly published books are especially welcome. Serial donations will be accepted only if they fill specific gaps in the collection. The Library will not add duplicates except in the case of certain signed copies or items with high circulation. Material donated to the Library becomes the property of CADH College and can be used or disposed of as we see fit. We cannot provide tax appraisals receipts for gifts, but we do provide a formal letter of acknowledgment to which is attached the donor-supplied itemized list. If appraisal is desired, the donor must arrange it and bear the cost before presenting materials to the Library. Monetary gifts are welcome! Such gifts allow us to purchase special items or support programs that are beyond our normal means.

INTERNET POLICY

Throughout this policy, "Internet Services" refers to access to the Internet from the Library's computers and through its wireless connections. The Internet is an unregulated global electronic network. It offers access to information, ideas, commentary and images which are stored on computers outside of the jurisdiction of the Canadian Academy of Dental Hygiene.

Internet is provided for the use of students, faculty and staff and shall be used in a manner appropriate and consistent with CADH mission and academic goals. Canadian Academy of Dental Hygiene is responsible for contents on the library webpage. Careful selection of links that support CADH library Vision and Mission will be created. Created links do not mean endorsement.

Use of Library services for illegal, actionable or criminal purposes or to access unauthorized areas is prohibited. Patrons are not permitted to alter, tamper with or damage the Library's computer equipment Library's Internet or software configuration. The Library reserves the right to develop service use guidelines that will be revised as necessary

Failure to comply with this policy will result in loss of Internet privileges and/or expulsion from the Library.