

FSOP Library Policies

Library Mission

The library actively participates in the life of the university. It supports the university's academic programs with materials, instruction, and technology that advance the intellectual development of its students and the scholarship activities of its faculty. The library's collections encourage lifelong learning and reflect differing viewpoints, various cultures, and a global perspective. Materials and services encompass the Catholic social teaching and social justice issues espoused by the Sisters of Charity of the Incarnate Word and the university.

1. Collection Development

The FSOP Library houses a reference collection of books and other resources of interest to the doctor of pharmacy curriculum. Acquisition and retention decisions will allow for a strong, current and supportive collection with an e-preferred bias unless needed resources are not available electronically or there is a specific need for a printed resource.

Development of the collection is a collaborative effort on the part of faculty, the librarian and students. Recommendations for resources to be added to the library's collection should be made on the Library Purchase Request form.

The library strives to avoid intentional purchase of textbooks required for student coursework unless the work is a standard reference in its discipline.

The library will purchase titles recommended in a FSOP course syllabus or maintain recommended readings on Reserve.

A separate Collection Development Policy will address the specifics of the collection scope.

2. Materials Management

The FSOP Library is capable of maintaining and securing two types of physical collections. The principle collection is that of items purchased by the library. Another collection is a collection of Reserve items.

Reserves: Faculty are given the opportunity to place personal items and library resources on reserve. Faculty are required to comply with copyright guidelines with regard to reserve materials. Further guidelines are available in the Collection Development Policy.

Being an e-preferred library, a growing number of electronic resources are available to students and faculty. There may be an electronic resource in the collection which is only available to FSOP students and faculty because of licensing agreements. Please check with the librarian for details regarding these types of resources.

The library will make every attempt to identify lost, missing or damaged items in the collection. When any of these types of items are discovered, the librarian will expedite a request for replacement or repair.

When a book is damaged beyond repair, the faculty borrower is assessed the replacement cost of the book.

3. Facilities & Access to Print Collection

The FSOP Library is available to FSOP students, faculty and staff 7am to 10pm Monday - Friday, and to others by appointment.

The library is a reference library, and as a non-circulating collection, the items do not check out to students and are to be used in the library only.

Faculty may check books out for 5 business days.

The library is a quiet study area. Group study can be accommodated in the break-out rooms or student lounge.

No food or cell phone usage is allowed in the library. Drinks allowed ONLY in spill-proof containers.

A networked computer and book scanner are available in the library. Copyright requirements must be adhered to at all times.

The computer in the library has Deep Freeze software installed. Every time that computer is rebooted the system starts with a "clean slate." All system changes, software installations, and saved files are permanently deleted after each restart. The computer is configured to restart automatically once a day. The most important fact to remember about this software is that users are unable to store files on the local hard disk of those computers, so to maintain your work save it to a portable drive or e-mail it to yourself.

The library is not responsible for unattended personal items. These items may be removed to allow for use of library space.

Visitor Policy: The FSOP Library is available to FSOP affiliated users (students, faculty and staff) at all times the library is open. Visitors must make an appointment with the Pharmacy Librarian (seeger@uiwtx.edu or (210) 883-1121), and will be subject to the policies on conduct. Visitors may request reference assistance, use the library computer in compliance with the university's policy on computer use, and use the books and equipment housed in the library.

4. Interlibrary Loan (ILL)

The FSOP Library adheres to the UIW Mabree Library policy governing Interlibrary Loan.

5. Conduct

The FSOP Library adheres to the UIW Mabree Library policy governing appropriate conduct in the library.

6. **Gifts**

The FSOP Library adheres to the UIW Mabee Library policy governing Gifts to the Library.

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