

Life Chiropractic College West Learning Resource Center
STUDENT HANDBOOK
Policies and Procedures ~ you need to know

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Library Mission

The library provides a pleasant environment in which resources and services support excellence in patient care, and success in sharing knowledge about chiropractic.

Our experienced staff provides service with these goals in mind:

- to preserve historical and emerging knowledge about chiropractic and its role in society
- to ensure that all graduates have the desire and skills to access, evaluate, and use information effectively in their practice
- to enhance the curriculum by providing materials in traditional and evolving formats
- to integrate learning resources, audiovisual production, and reference services in order to optimally support the instructional, administrative, and research needs of the college
- to collaborate in implementing useful academic technologies
- to promote lifelong education in the chiropractic community
- to serve as a source of information on chiropractic for the public
- to cooperate with other libraries in order to expand services and promote the dissemination of knowledge

Institutional Vision

The vision of Life West is to create a brighter future for humanity.

Institutional Mission

To advance chiropractic through the Doctor of Chiropractic Program, postgraduate education, philosophical inquiry, research and scholarly activity in a climate of love and service.

Doctor of Chiropractic Program Mission

Life Chiropractic college West offers a leading edge curriculum and clinical training experience providing graduate chiropractors with the knowledge, skills, philosophies, attitudes and competencies to serve the health care needs of the public in the 21st century.

The program focuses on the relationship between the structure and function of the human body as coordinated by the nervous system, and the effects of the vertebral subluxation.

The program instills in the chiropractic graduate the innate potential of the human body to heal and adapt to its environment, and the nervous systems role in the restoration, preservation and enhancement of human health and performance.

The program prepares graduates for personal and professional fulfillment in a climate of loving, serving and giving.

INTRODUCTION

The Learning Resources Center houses library reference and circulation services, audiovisual production and viewing facilities, a computer laboratory, an imaging classroom, and several areas for individual study as well as quiet and group study.

Collections at Life Chiropractic College West Library support the curriculum, research, and public education about health. The library provides the most useful current and classic materials for lifelong learning, with the ultimate goal of supporting excellence in patient care.

Online resources include:

- Library's catalog of books and audiovisuals
- Research databases
- Full text journal articles
- E-books
- Links to useful websites



Physical resources include:

- Historical books in wood cases
- New books display
- Reference books
- Reserve books
- Two-week circulating books
- Journals – current + back issues
- Children's books
- Audiovisuals
- Vertical File of patient education pamphlets and Professional product catalogs



NOTE: Videos, CDs, software, most models, and the X-rays are shelved behind the circulation desk. Pamphlets are at the Reference Desk. Posters are stored in the aisle to the left of the copy machines.

Photocopiers in the Library are the same as in Student Services. Copies are \$.05 cents per page. Purchase photocopy cards at the Bookstore. Add value to the card using the vend unit attached to the copiers. Copiers also accept bills and coins. All users are advised to respect the intellectual property rights of authors and publishers by following the posted copyright notice.

Facility policies in the Library are the same as for the entire campus. In addition:

- Drinks** must be in sealable bottles. No loose fitting plastic lids!
- No snacks and food** in order to keep the tables and carpets clean for everyone.
- Cell phones** must be turned off, or set to **vibrate**. Say hello, and then leave the library to talk!

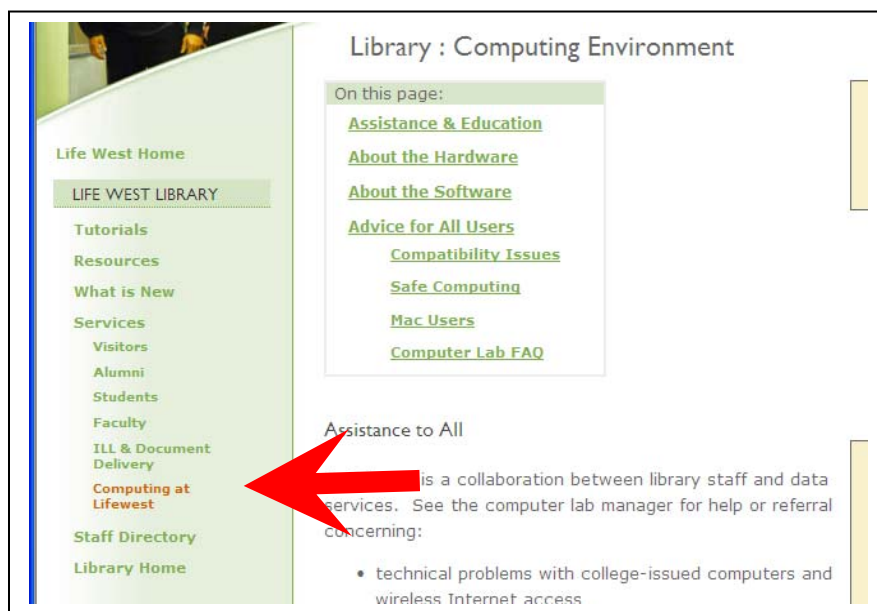
Lost and Found items are kept at the Circulation Desk for at least 30 days. However, items left in the Health Center may be turned in at the Records Room.

Imaging Lab has viewboxes available for film study when classes are not in session. Other study aids for diagnostic imaging are available in many formats: books and atlases, software, videodisc, and websites listed on the library's "Useful Links: Imaging" page.

Computer lab is reserved for registered Life West students. The printers are networked and have a printer cable for laptops. If you are using a computer for non-academic purposes, kindly yield your seat to any waiting classmates who need do finish their work.

Important tip! Test compatibility between home and campus computers now. Do not wait until a deadline to complete and print out a paper!

Please review the webpage about wireless Internet service and the desktop computers available in the library and health center.



CIRCULATION

Borrowing Privileges are available to all full and part-time students in good standing. Fines must be paid and overdue items returned before more materials can be checked out.

Holds are available at the circulation desk, primarily for any book or audiovisual item that is checked out or not found on the shelf, provided that its loan period is for **one or two weeks**. Holds do not apply to overnight materials. When placing the hold, give your phone number to staff. You will be contacted by phone when the material becomes available. The library will hold a requested item for three days maximum, after notification.

Checkout Limits by type of material:

Reserve books 2 books

Audiocassettes and CDs 2 albums

Computer files 2 items

(Instructional software)

Models 1 item

Videocassettes and DVDs 2 videos

Journal issues 4 issues per day

Two-week books 6 books; No patron may borrow the majority of materials on any subject.

Reserve Materials, stored behind the Circulation Desk, consist mainly of required texts and skeletal models. Library Use Only copies circulate for two hours. Overnight Only materials can be reserved up to one week in advance. You cannot reserve the same reserve book or model for two nights in a row.

Pick Up Time for Reserves

10:30 a.m. - Overnight materials become available for pick up. This includes reserve books + any models, audio, video and software that circulates Overnight.

12:30 p.m. - Materials reserved in advance are released to anyone who requests them, unless the reserve card shows a later pick up time.

Overnight Materials are very popular and subject to high fines in order to ensure prompt return for the next borrower's use.

All Overnight materials are due at 10:00 a.m. Items checked out on Friday are due on Monday.

Fines for Overnight Materials	
<u>Always due before 10:00 a.m. next day</u>	
Reserve Books	\$ 5.00 / returned between 10:00 a.m. and noon \$ 10.00 / returned after noon \$ 10.00 / each additional day not returned.
Overnight Audiovisuals	(some audiovisuals circulate for One Week)
Audiocassettes and CDs	\$5.00 / day after 10:00 a.m.
Computer files	\$5.00 / day after 10:00 a.m.
Models	\$5.00 / day after 10:00 a.m.
DVDs and VHS videos	\$5.00 / day after 10:00 a.m.

Journal issues circulate overnight, but these are not due at 10:00 a.m. They can be returned at any time before closing, and have a fine of **\$1.00 / day** for late return.

See APPENDIX for a summary of circulation periods and overdue fines for all types of materials.

Health Center Materials include a small collection of models stored in the records room, and a few selected diagnostic and therapeutic instruments. Interns may check these out for use only at the Health Center. Interns are required to carry a furnished "doctor's bag". Neither the library nor the Health Center guarantees having any of the *required* "doc bag" instruments for loan.

Lost or Damaged Materials require replacement of material or payment of fees. The following charges are for lost or damaged material.

In-print material	Replacement cost + \$20.00 processing fee
Out-of-print materials	Minimum of \$50.00 + \$20.00 processing fee
Periodicals	Replacement cost or pro-rated current subscription cost + \$5.00 processing fee
Interlibrary Loan	Replacement charges are set by the lending institution, + Life West library's \$20.00 processing fee.
Other material	Original cost or actual cost of a comparable item + \$20.00 processing fee

PERIODICAL COLLECTIONS

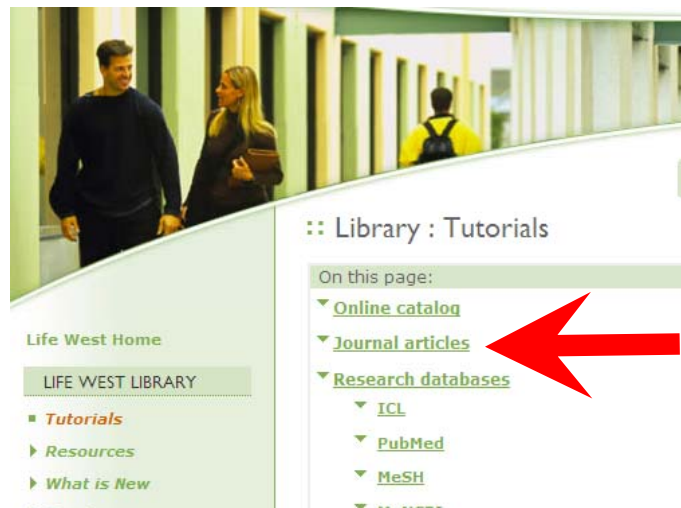
Scientific journals and Trade magazines are essential reading for keeping current with research and professional issues. The Library subscribes to approximately 200 periodicals.

Print Journals are on display in three areas:

- Current shelves next to computer lab for this year's issues. Titles from chiropractic publishers have bright pink label.
- Tall shelving called "the stacks" for previous years' issues, filed alphabetically by title.
- Regional newsletters in the last range of "stacks".

Online Journals are not on display of course. So how can you know what is available?

- Ask at the Reference Desk for tips on keeping current with favorite journals and topics.
- Search the online indexes, such as PubMed, MANTIS, and Index to Chiropractic Literature.
- Journals AtoZ webpage lists all print and online subscriptions, and links to Free Online Journals.
- See the tutorials about Journal Articles, especially the one about off-campus access.



- ⇒ Please **preview online articles before you print**. Make sure you really want to print the entire document.
- ⇒ You can also save documents to a USB memory stick or e-mail them to yourself; and then read or print relevant sections later.

AUDIOVISUAL OFFICE

Audiovisual Services include duplication (copyright permitting), recording, training, digital production and graphics. Staff produces excellent class review sessions on DVD.

Audiovisual Equipment and Outreach Tools are available for college-sponsored events.

REFERENCE DESK

Interlibrary Loan (ILL) service provides journal articles and books beyond our local collection. We have established interlibrary loan arrangements with many college and medical libraries throughout the United States. Turnaround time for ILL is typically 2 to 7 days. Submit requests to the reference librarian. Pick up your articles at the circulation desk.

The library will cover the expense of interlibrary loan charges up to \$40.00 per student per quarter.

You are to keep the hard copy of any journal article received via ILL. However, if you request a returnable item such as a book, please return it on time. In case of delinquent or non-turned ILLs, the library will send an overdue notice after 5 days. A billing notice charging the replacement value of the item plus \$20.00 processing fee will follow 10 days after due date.

Reference Service is available on weekdays. If you do not see anyone at the Reference Desk, ask at the Circulation staff to find the librarian. Do not use the computers in this area for “surfing” or checking e-mail. You are welcome to bring your laptop to this area for assisted searching.

Research Databases are all on the Web, except for **Green Books**, a complete set of the historical chiropractic series in PDF format. This is installed on only one of the reference computers.

Reference librarians assist finding the best resources for assignments and clinical research for patient care. Assistance may involve your learning to use indexes, search the online catalog, or browse the books shelves.

The *Classification Table* in the Appendix is a helpful guide for browsing the shelves. It shows which call numbers are assigned to specific topics. For example: **WS** is assigned to materials about pediatrics, **WE** to the musculoskeletal system, and **WL** to the nervous system. Because many books cover more than one topic, using the online catalog can be more inclusive than browsing the shelf.

Librarians make presentations in these classes:

- a freshman class, such as Philosophy I
- Research I + Research II
- Public Health

One-on-one Quick Sessions will save you time!

- Did you miss the classroom presentation?
- Do you need a review?

Drop in on any weekday.

Popular Resources

On the library's webpages, use the Quick Links menu:

- Online Catalog
- Research Databases
- Journals AtoZ
- Useful Websites
- Ask a Librarian

LIBRARY QUICK LINKS



Facebook fans of Life Chiropractic College West Library will receive all the latest news and tips! Please "Like" us!

<http://www.facebook.com/lifewestlibrary>



APPENDIX

Fines and Loan Periods

PRINTED MATERIALS	LOAN PERIOD	FINE	RENEWAL LIMIT
Historical Materials	2 Hours Library Use Only	N/A	N/A
Circulating books	2 weeks	\$.25/day	1
Journal issues	Overnight	\$1.00/day	0
Journals Current + Bound Issues	2 Hours Library Use Only	N/A	N/A
Pamphlets	2 Hours Library Use Only	N/A	N/A
Reference Books	Library Use Only	N/A	N/A
Reserve Books - Restricted	2 Hours Library Use Only	N/A	N/A
Reserve Books - Circulating	Overnight Due 10:00am	\$5 - \$10/day	0

AUDIOVISUAL MATERIALS *	LOAN PERIOD	FINE	RENEWAL LIMIT
Audiocassettes / CDs - Overnight	Overnight Due 10:00am	\$5.00/day	0
Audiocassettes / CDs	1 week	\$1.00/day	1
Charts	1 week	\$1.00/day	1
Equipment (AV) + Laptops / Laptop Accessories	2 Hours Campus Use Only	Non-returns = Replacement cost + Processing fee	N/A
Equipment (Chiropractic)	2 Hours Campus Use Only *	Non-returns = Replacement cost + Processing fee	N/A
Guides (AV supplements)	same as parent material	\$.25/day	Same as parent
Models	2 Hours Campus Use Only	Non-returns \$10.00/day	N/A
Models for Reserve **	Overnight Due 10:00am	\$5.00/day	0
Slides	2 Hours Campus Use Only	Non-returns \$10.00/day	N/A
Slide Sets for Patient Education	One week	\$1.00/day	0
Software - Restricted	2 Hours Library Use Only	Non-returns \$10.00/day	N/A
Software – Circulating	Overnight Due 10:00am	\$5.00/day	1
Software – Circulating	Some circulate for 1-2 weeks	\$1.00/day	1
Videocassettes / DVDs	Overnight Due 10:00am	\$5.00/day	0
Videocassettes / DVDs	Some circulate for 1 week	\$1.00/day	1
Videodisc	2 Hours Campus Use Only	Non-returns \$10.00/day	N/A
X-rays	2 Hours Library Use Only	N/A	N/A
X-rays for Overnight ***	Overnight Due 10:00am	\$5.00/day	

* Equipment for college-sponsored outreach activities can have borrowing period extended to suit the event.

** Models available for overnight reserve: plastic skull, spine, foot, hand and pelvis, and patient education models (cervical/lumbar degeneration, nervous system).

*** X-rays available for overnight use: Selected technique specific films for Gonstead, NUCCA, and Toggle.

National Library of Medicine Classifications & Life West Library

CLASS LISTING

General

A General Works
 B Philosophy
 BF Psychology
 BJ Ethics & Success
 BL-BX Religion
 G Recreation
 H Social Science
 HF-HG Recreation
 K Law
 L Education
 P Languages
 Q Science
 QA Mathematics
 QC Physics
 QD Chemistry
 T Technology

Preclinical Sciences

QS Human Anatomy
 QT Physiology & Sports Medicine
 QU Biochemistry
 QV Pharmacology
 QW Microbiology & Immunology
 QX Parasitology
 QY Clinical Pathology
 QZ Pathology & Neoplasms

Health Care

W Medical Professions
 WA Public Health
 WB Practice of Medicine
 WB 400 Diet Therapy
 WB 460 Physical Therapy
 WB 905 Chiropractic
 WB 905.2 Textbooks
 WB 905.3 Education
 WB 905.4 Legislation
 WB 905.5 Examinations
 WB 905.6 History & Philosophy
 WB 905.7 Practice Management
 WB 905.72 Patient Education
 WB 905.73 Economics
 WB 905.74 Standards
 WB 905.8 Diagnosis
 WB 905.81 Research
 WB 905.9 Technique

Health Care - continued

WB 940 Osteopathy
 WC Communicable Diseases
 WD Diseases
 WD 100 Nutrition Disorders Diseases
 WD 200 Metabolic Diseases
 WD 300 Immunologic Diseases
 WD 400 Toxicology
 WD 600 Diseases by Physical Agents
 WD 700 Aviation & Space Medicine

WE Musculoskeletal System
 WE 101 Anatomy
 WE 141 Examination & Diagnosis
 WE 200-600 By Tissue
 WE 700-880 By Region

WE 890 Podiatry
 WF Respiratory System
 WG Cardiovascular System
 WH Hemic & Lymphatic Systems
 WI Digestive System
 WJ Urogenital System
 WK Endocrine System

WL Nervous System
 WL 101 Anatomy
 WL 141 Examination & Diagnosis
 WL 500 Peripheral
 WL 600 Autonomic
 WL 700 Sensory Organs

WM Psychiatry
 WN Radiology & Diagnostic Imaging
 WO Surgery
 WP Gynecology
 WQ Obstetrics
 WR Dermatology
 WS Pediatrics
 WT 102 Geriatrics & Chronic Disease
 WU Dentistry & Oral Surgery
 WV Otolaryngology
 WW Ophthalmology
 WX Hospitals & Facilities
 WY Nursing
 WZ History of Medicine

SUBJECT LISTING

Health Care

Chiropractic WB 905
 Diet Therapy WB 400
 Osteopathy WB 940
 Physical Therapy WB 460
 Podiatry WE 890
 Cardiovascular System WG
 Deficiency Diseases WD 100
 Dentistry, Oral Surgery WU
 Dermatology WR
 Diseases by Physical Agents WD 600
 Diseases of Allergy WD 300
 Endocrine System WK
 Digestive System WI
 Geriatrics, Chronic Disease WT 102

Gynecology WP
 Hemic & Lymphatic Systems WH
 History of Medicine WZ
 Hospitals WX
 Communicable Diseases WC
 Medical Profession W
 Metabolic Diseases WD 200
 Musculoskeletal System WE
 Nervous System WL
 Nursing WY
 Obstetrics WQ
 Ophthalmology WW
 Otolaryngology WV
 Pediatrics WS
 Psychiatry WM
 Public Health WA
 Radiology WN
 Respiratory System WF
 Sports Medicine QT
 Surgery WO
 Toxicology WD 400
 Urogenital System WJ

Preclinical Sciences

Biochemistry QU
 Clinical Pathology QY
 Human Anatomy QS
 Microbiology & Immunology QW
 Parasitology QX
 Pathology & Neoplasms QZ
 Pharmacology QV
 Physiology QT

Information Skills Checklist

Do you know how to...?

Access reliable information about health

- Use Life West library's online catalog to find material in the desired format
- Choose relevant research databases to help solve a question about patient care
- Use each research database proficiently ¹
- Determine which reference books and subscriptions to journals and newsletters would be useful purchases for your practice
- Evaluate quality of websites, including practitioners' sites
- Find reliable health information on the World Wide Web for patients

Use resources to improve reading, writing and editing

- Read scientific literature critically
- Understand basic standards for digital slide shows, brochures, professional websites, and electronic newsletters
- Define and avoid plagiarism ²
- Properly cite references in your papers and professional office publications ³
- Establish a file management system and/or use citation management software ³
- Follow copyright law in both print and online publications; and if you are an author, establish copyright for your own publications ⁴

Learn about appropriate technology

- Routinely back up your files
- Choose an appropriate level of computer security for personal and business uses
- Update anti-virus, spam and "phishing" protection
- Choose the appropriate business management software for your practice
- Produce a newsletter for your patients
- Starting now, protect your professional reputation when using social software on the Internet

Which needs do you have that library staff has not anticipated?

See online resources about technology and free online tutorials for Microsoft Office at the library's "Technology Tutorials" page. ⁵ Tell us if you need or recommend other resources.

Contact the library staff at library@lifewest.edu. We can share our skills and find additional resources in this library and beyond. Our phone numbers are in this handbook and also on our webpage.

References:

1. See Tutorials http://www.lifewest.edu/lw_library/tutorials.shtml
2. See Plagiarism http://www.lifewest.edu/lw_library/plagiarism.shtml#what
3. See citation samples on the Writing and Publishing page at http://www.lifewest.edu/lw_library/writing_publishing.shtml
4. See Copyright guide http://www.lifewest.edu/lw_library/links_copyrights.shtml
5. Technology Tutorials http://www.lifewest.edu/lw_library/tech_tutorial.shtml

Library Floorplan

