

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Learning Environment

TOPIC: Library

BCOM Policy B5040
Approval Date: 1/30/19
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POLICY

The BCOM Library shall adhere to professional library ethics, standards, and all federal and state laws, specifically those that govern library operations, copyright compliance, patron privacy and confidentiality of circulation records.

RESPONSIBLE OFFICIAL(S):

Library Director and Library Associate Director

DEFINITION(S):

Authorized Users: Individuals with designated privileges who possess either BCOM approved identification or other current BCOM credentials.

PROCEDURES:

1. The Library shall provide access to medical collections and services in support of the curriculum and in alignment with the College's mission.
2. The Library shall follow the U.S. Copyright Act of 1976 and fair use guidelines.
3. The Library shall maintain confidentiality of circulation records as defined in federal and state statutes.
4. The Library shall maintain operating procedures which shall be posted on the College website.

CROSS-REFERENCES:

Policy B9040 FERPA and B5001 Code of Professional Conduct

College Standard Operating Procedures – Library

State Law:

- New Mexico Statutes. Chapter 18 - Libraries, Museums and Cultural Properties. Article 9 - Library Privacy

Federal Law:

- Copyright Act of 1976. Title 17 of the United States Code. Sections 107-108
- FERPA
- USA PATRIOT Act of 2001

Professional Library Ethics & Standards:

- Medical Library Association's *Code of Ethics for Health Sciences Librarianship*
- American Library Association's *Bill of Rights*
 - *Privacy: An Interpretation of the Library Bill of Rights*