

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Learning Environment

TOPIC: Library

Policy B5040

Approval Date: 1/30/19

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Approved: \_\_\_\_\_ Signature on File

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**POLICY**

The Burrell College 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

**DEFINITION(S):**

Authorized Users: Individuals with designated privileges who possess either College approved identification or other current College 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:**

Policies and Procedures:

- Burrell Policy B5041 Copyright Compliance, B9040 FERPA and B5001 Code of Professional Conduct
- Burrell Institutional Guidelines – Copyright
- Burrell Standard Operating Procedures – Library
- Florida Tech – Evans Library Policies: <https://lib.fit.edu/using-the-library/policies/>
- New Mexico State University Policies & Procedures: <https://library.nmsu.edu/policies/index.html>

Applicable State Laws:

- Florida Statutes. Title XVIII. Chapter 257 - Public Libraries and State Archives. Section 261 - Library registration and circulation records:  
[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0200-0299/0257/Sections/0257.261.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0257/Sections/0257.261.html)
- New Mexico Statutes. Chapter 18 - Libraries, Museums and Cultural Properties. Article 9 - Library Privacy:  
<https://nmonesource.com/nmos/nmsa-historical/en/item/18650/index.do#!b/a9>

Federal Law:

- Copyright Act of 1976. Title 17 of the United States Code. Sections 107-108
- Family Educational Rights and Privacy Act (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*