


**GUAM MEMORIAL HOSPITAL AUTHORITY  
ADMINISTRATIVE MANUAL**

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<b>TITLE: LIBRARY SERVICES</b>				
<b>LAST REVIEWED/REVISED: 11/2015</b>				
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**PURPOSE:**

To define services of the Medical Library.

**POLICY:**

The Guam Memorial Hospital Medical Library provides resources and services to support hospital and medical staff and students to acquire and maintain the knowledge and skills needed for patient care, education, research and management.

**PROCEDURE:**

I. Hours

A. The Medical Library has the same open hours as the Education Department office. Workdays are usually Monday through Friday from 0800 to 1200, and 1300 to 1700.

II. Who may use the GMH Medical Library

A. The medical library is open to all hospital employees, nurses, members of the medical staff, residents, fellows, and students affiliated with the hospital during their time of rotation. Please bring your hospital I.D. badge with you. Other healthcare providers may be allowed access to the library's resources at the discretion of the Educational department staff.

III. Computers

A. There are four public access terminals in the medical library that allow black and white printing. Computers are equipped with Microsoft Office programs and have access to the internet and library databases.

IV. Copier

A. Patrons are encouraged to copy articles of interest within copyright law limitations. Use of the copier is limited to copying library materials.

B. GMH employees and Medical staff may make copies using the printer in the Education department. All other users are charged 10 cents per copy. A reasonable number of copies will be copied for GMH staff at no charge.

V. Literature Searches

A. Education Department staff is available to assist with medical literature searches.

VI. Library Collection

A. Electronic and print resources are available. The library has a collection of print and electronic materials to support current practice.

B. Responsibility for acquisition

1. Selection of materials is the responsibility of the Education department program coordinator. The program coordinator works with the Continuing Medical Education/Library committee in making collection development decisions.

C. Criteria for selection

1. The judgement of experts – of professional trained librarians and of quality reviews in national and international magazines provide a balance of opinion for the basics of selection.
2. Material from reputable, reliable publishers, authors and editors.
3. Value of material to the library and its users.
4. Material supports hospital mission.

VII. Reference and Interlibrary loan

A. The print and electronic resources are available for reference, to be kept in the Medical Library.

B. Articles not available in the library collection may be requested through Interlibrary Loan, the system used by libraries to lend or photocopy materials. Articles provided by the Interlibrary loan process can be provided free of charge to GMH employees and staff in compliance with the copyright law.

VIII. Classification of books

A. The library classifies books according to the National Library of Medicine classification system.

IX. Copy Identification

A. Every book is given a material number as it is catalogued. This is printed inside the back cover of each book. Identification is stamped on the edges of the pages.

X. Gifts

A. The standards for purchased material apply equally to those accepted as gifts. The library must evaluate gifts and have the full power of disposal.

**RESCISSION:**

Policy No. 6434-1, Library Services of the GMHA Administrative Manual made effective 07/01/2009.