

IOWA LUTHERAN HOSPITAL FAMILY MEDICINE RESIDENCY PROGRAM

Policy: Library Resources

To insure adequate control of all library room resources, the following guidelines have been established:

1. Any request for new references (e.g. journals, textbooks, and computer programs) to be added to the library room should be addressed to the residency office.
2. All material(s) should be kept in the library room or staffing office and returned promptly if taken to the patient care area.
3. The library and staffing office computers should be utilized for residency-related uses only.
4. The residency office or library committee should verify the addition of any new programs to the computer.
5. It is the responsibility of each resident or faculty member to leave the staffing office and library spaces clean and organized.
6. Rotation reading guide should be kept in residency staffing office and returned promptly after each rotation.