

# Borrowing Library Materials

## Who May Borrow:

- a. Only GLWACH staff, contract personnel, military students, on duty reservists, and physicians, nurses and dentists assigned to duty may check out materials. All authorized personnel are required to clear the Medical Library prior to retirement, permanent change of station (PCS), or termination of employment.
- b. Civilian students doing rotations in the hospital or enrolled in nursing, allied health, or medically related programs on Fort Leonard Wood may check out library materials under an authorized proxy.
- c. Patients may use the Medical Library resources within the library when authorized by the Medical Librarian. If appropriate, the library staff will suggest patients make use of the Health Promotion Center.
- d. Groups or individuals not covered in the above policy will be considered on a case by case basis at the discretion of the Medical Librarian and the library chain of command.

## Loan Periods:

Books, documents, and audiovisuals may be checked out for a two-week period. Renewals are permitted.

Periodicals do not circulate to students, but may be checked out for overnight use by staff and faculty.

Reserve books may be checked out for short-term loans or used in the library, as determined by the Instructor.

## Renewal:

All materials from the main collection may be renewed unless on hold or recalled by another patron. Materials can be renewed only once by telephone.

## Locating Library Materials

Web Voyager may be utilized to locate library material. This is found at <http://glwachlib.amedd.army.mil>.

## Interlibrary Loan

**Interlibrary Loan** provides the borrowing of materials not owned by this library. This material may be located and borrowed from other libraries (worldwide) for authorized personnel who are registered at this library.

**Cost:** Materials are provided at no cost to you. Medical Library assumes the cost of the service.

**Turnaround Time:** Turnaround time for interlibrary/document delivery depends on the urgency of the request and the availability of materials. The materials may be available within several hours, several days, or several weeks. Allow more time for books to be delivered than journal articles or book chapters that can be sent in various electronic formats.

**Loan Period:** Loan period for books is determined by the lending library and may vary from a few days to several weeks. Faxed materials are yours to keep unless otherwise stated.

### To Request an Interlibrary Loan:

1. Check the Public Access Catalog to insure that material is not available at Medical Library.
2. Obtain a request form and complete all necessary sections of the form. Do not use abbreviations. Give complete citations for the material requested.
  - For books, give the author or editor's name, title of the work, publisher, publication date, and ISBN, if known.
  - For journal articles, give the author(s), title of the article, journal title, volume, issue number, date of publication, page numbers of the article, and the ISSN, if known. Provide available information on the source of the citation, i.e. the database used or the reference in which you found the citation. If Medline is the source of citation, include the 9 digit unique identifier.
3. Provide your full name, including rank, telephone number, email address and indicate your preference as to means of contact.
4. Indicate the urgency of the request. For urgent requests see the library staff for approval.
5. Indicate a date after which you will no longer need the requested item.
6. Include any comments or information that would expedite the request.

**Note:** Every effort will be attempted to acquire any item you need to accomplish your task, however, some items are either not available or cannot be acquired within the time allotted.

## Computer Services

Computer terminals are provided for your research and personal internet needs. These terminals have no printing capability. Should computer need exceed available terminals, a 20 minute use clock will apply to the longest held workstation.