

## Erlanger Medical Library Usage Agreement

All medical students are required to read and sign the following usage agreement to signify their awareness and compliance with our access and usage policies

### After Hours Access:

- The only approved groups allowed into the Erlanger Medical Library after hours are
  - Physicians with hospital privileges (Medical Staff)
  - Residents
  - 3<sup>rd</sup> and 4<sup>th</sup> Year Medical Students
  - CRNA Students
  - Hospital chaplains and pastoral care residents
- Groups NOT allowed in after hours are:
  - Regular Erlanger employees
  - Area Nursing, Pre-Med and PT/OT students
  - General public
- No one who knocks on the door after hours and asks to be let in should ever be admitted to the Medical Library. If they do not have an access card, they are not entitled to be in the Library. Presenting an Erlanger ID badge does not entitle a regular employee to after hours access. **No exceptions.**

### After Hours Use of Materials:

- All materials contained in the Medical Library are to remain on the premises at night or on weekends.
- Materials may only be checked out to you by a library staff member during regular operating hours.
- No materials are ever to be removed after hours for any reason. Removal of materials during unsupervised hours constitutes theft of hospital property and will be prosecuted as such.
- During unsupervised hours, the keys are left in the copier and free copying is available. If you need to refer to material from a particular book or journal while on duty at night or on a weekend, copy what you need and leave the original in the Library.

I understand and agree to the terms and conditions of Library access and usage listed above.

Student's Name: \_\_\_\_\_

Medical School: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_