



## **THSU Austin Library Policy**

### Hours:

Open: M-F 8:30 – 5:30pm

Closed: 1:00 – 2:00pm for lunch

- Be courteous of others while using the library space.
- Students must have their ID available when checking out books.
- Library users are required to sign the library log before entering the library.
- Library computers are available for student use. Ask the librarian for login information. Guests are allowed to use Library Computer #2 with permission from the librarian.
- Printing is available from library computers #1 and #3. Please refer to the Policies & Fees Schedule for current printing costs.
- The library scanner is available for student use. Students are required to read the scanner instructions on Library Computer #1 before operating the scanner.
- Food and drinks are allowed in the library within reason. Drinks must be in containers with re-sealable lids. Small and/or easily contained food items such as snacks, sandwiches, etc. can be eaten in the library. Greasy foods and foods with sauces are not permitted in the library.
- Library users are required to clean up after themselves while in the library space.
- Do not put books back on the shelves they have been removed. If you have taken a book off the shelf, leave it in one of the designated book drops or on the librarian's desk to be reshelfed.
- Do not leave personal items unattended in the library. THSU and its members are not responsible for any unattended items that are damaged, lost, or stolen while in the library.



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- Library users are allowed to take photos and videos of the library space. Photos and videos may not be taken of persons in the library without prior written consent from the person(s) being photographed or filmed.
  - Library Users must request permission from the librarian before using electronic items in the media center. Students may use all other media center items without requesting permission.
  - Library users are not permitted to use the emergency exit to enter and leave the library except in an emergency. Please always use the main library door, which leads to the reference desk.



## THSU San Antonio Library Policy

- Be courteous while using the library space. The library is connected to a classroom. If a class is in session, please keep your voice down so as to not interrupt the lecture.
- A desk is available for student use. Do not sit at the librarian's desk.
- Students must have their ID available when checking out books.
- If the librarian is not available to check out books, students should speak to the clinic receptionist for help.
- Printing is available. Ask librarian or clinic receptionist for help.
- Students may have food and drinks in the library. All food and drinks must be lidded containers. Students are required to clean up after themselves while in the library space. Do not discard food and drink containers in the library trash can.
- Do not put books back on the shelves once you are finished using them. Leave all books on the librarian's desk to be reshelfed.
- Do not leave personal items unattended in the library. THSU and its members are not responsible for any unattended items that are damaged, lost, or stolen while in the library.



## University of Incarnate Word Library Guidelines<sup>1</sup>

When using the Johnson Physical Therapy Library

- THSU students are required to follow UIW policies at all times when using UIW facilities.
- THSU students are required to follow UIW **COVID-19 protocols**, located at:  
<https://www.uiw.edu/covid-19/index.html>
- THSU students are required to follow all the **UIW Library policies**.
  - The UIW Library Policies<sup>2</sup> are located at: <https://my.uiw.edu/library/policies/index.html>
  - The UIW Johnson Physical Therapy Library Policies are located at:  
[https://libguides.uiwtx.edu/ld.php?content\\_id=14176103](https://libguides.uiwtx.edu/ld.php?content_id=14176103)
- THSU students are required to follow the **UIW Library Policy on Conduct**, located at:  
[https://my.uiw.edu/library/docs/conduct\\_policy1.pdf](https://my.uiw.edu/library/docs/conduct_policy1.pdf)
- THSU students must have their THSU ID on their person when using the UIW library.
- THSU students must check in with the security guard upon entering UIW facilities.
- THSU students must check in with library staff before using the UIW library.
- **UIW library books are not available for checkout by THSU students.** Books may be used in the library only.
- THSU students may use the library computers. See UIW library staff for a guest login.
- If a UIW affiliate requests to use a computer occupied by a THSU student, the THSU student will be give five (5) minutes to save their work and logoff of the computer.

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<sup>1</sup> This a guideline for THSU students when using the UIW library facilities. This document **DOES NOT** supersede UIW policies.

<sup>2</sup> The UIW circulation policies do not apply to THSU students. Students may not check out UIW books. THSU students are not UIW affiliates and do not have the same privileges as UIW students.

# TEXAS HEALTH AND SCIENCE UNIVERSITY



- If a THSU student is using a study space that has been reserved by a UIW affiliate, the THSU student will be required to move to a different space.



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## Circulation Policy

### Checkouts

- Students are allowed up to ten (10) and faculty up to fifteen (15) library items at a time.
- Librarian approval is required to check out more than ten (10) items at once.
- THSU library books have color coded spine labels for easy browsing.
  - ✓ **White** (General collection) 2-week checkout
  - ✓ **Red** (Study materials) 1-week checkout
  - ✓ **Orange** (Textbooks) 2-week checkout
  - ✓ **Green** (Instructor texts) Semester checkout
  - ✓ **Blue** (Reference texts) Library-use only
- DVDs & CDs may be checked out for one (1) week.
- Periodicals & serials may be checked out for one (1) week.
- Other, non-book library items follow the same checkout rules as books.
- Instructor texts may only be checked out by faculty and staff. Students may use instructor materials in the library only.
- Instructors may submit a request to the library for a book to be made an instructor text.
- Alumni and guests may use library materials in the library only. They may not checkout or remove items from the library.
- Overdue items charge \$.25 per day they are late.
- Students will be allowed a three-day grace period to return books after the due date has passed. Items returned during this grace period will have the fines waived. Items returned after the three-day grace period will accrue fines.
- Students may carry a balance of up to \$5.00 in fines on their account. Fines exceeding \$5.00 must be paid before a user will be allowed to checkout more library items.



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## **Holds & Renewals**

- Checked out items may be renewed so long as there is not a hold on the item.
- There are no limits to the number of times a student may request a renewal. However, items may not be renewed past the end of the semester.
- Items may be renewed in person, by phone, or by emailing the librarian.
- Students may place holds on books that are currently checked out. Once a hold is placed, the student will have to wait until the book is returned before being able to check it out.
- A book that is on hold for another patron may not be renewed.
- A hold can be placed via the online library catalog, in person, by phone, or by email.
- Items on hold will remain on hold for two (2) weeks. After the two-week period, the book will be returned to the shelf.

## **End of Term & Graduation**

- All library books must be returned by the last day of the semester.
- Library books may not be checked out between semesters.
- Students about to graduate must pay all library fines before being eligible to graduate.



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## Copyright Observation Policy

### Key Terms

**Copyright** – As defined by Copyright.gov, copyright is

“A form of protection provided by the laws of the United States for ‘original works of authorship’, including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. "Copyright" literally means the right to copy but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work. Copyright protection does not extend to any idea, procedure, process, system, title, principle, or discovery. Similarly, names, titles, short phrases, slogans, familiar symbols, mere variations of typographic ornamentation, lettering, coloring, and listings of contents or ingredients are not subject to copyright.”

(<https://www.copyright.gov/help/faq/definitions.html>)

**Fair Use** – As defined by Copyright.gov, “fair use is a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances.”

(<https://www.copyright.gov/fair-use/index.html>)

### Library Policy on Copyright and Fair Use

The Texas Health and Science University (THSU) Library adheres to and respects Copyright. All THSU affiliates and guests will be expected to understand and follow copyright restrictions when using the library facilities. The library does not allow copyright violations or plagiarism of any kind.

The copyright law of the United States is governed by Title 17 of the U.S. Code (<https://copyright.gov/title17/>). The purpose of Title 17 is to protect the exclusive rights of authors to their works, both published and unpublished. Exclusive rights are defined in **section 106** of Title 17.





Title 17 allows for unlicensed use of copyright protected work in limited, specific circumstances. This is called “Fair Use.” Fair Use is defined in **Section 107** of the copyright code. As defined in section 107,

“the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.”

Section 107 uses four (4) criteria for determining Fair Use;

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

(Title 17, Ch. 1, §107)

For more information regarding Fair Use, see the U.S. Copyright Office Fair Use Index (<https://www.copyright.gov/fair-use/index.html>).

## THSU Library Guideline

- THSU affiliates and guest users are required to follow copyright law when using the library facilities, including when using the computers, printing, or scanning documents.
- Be careful when pulling materials from the internet. Always check the content source for copyright information and if the owner allows the use of their materials.
- Ask permission. Sometimes you may be able to ask for permission to use copyrighted material. Always **ask permission before you use the materials**. If permission is denied, do not use that material.
- Always cite your sources when doing research. Never take credit for work that is not yours. Even for public domain materials, it is best practice to always give credit to the original author/creator.



- Keep in mind that copyright protection extends to all works, published and unpublished, regardless of its format. This means that papers, videos, sound recordings, photos, art, etc. all have the same copyright protection.
- If you are unsure if what you are doing is violating copyright, consult your librarian for more information.

## Further Learning

*Still confused?* That's okay! You can learn more about copyright from the Copyright.gov Circulars page at <https://www.copyright.gov/circs/>. Look under "Foundations of Copyright" to find the "Copyright Basics" document, which gives a brief explanation of copyright, protections, restrictions, and more.

## Copyright Observation Notice: National Library of Medicine

The THSU Library is a member of the National Libraries of Medicine (NLM). As a member library, THSU adheres to the copyright standards held by most other member libraries. When using the NLM website, it is important to read and understand the information provide on NLM policies page (<https://www.ncbi.nlm.nih.gov/home/about/policies/>). The information provided on this page is crucial to helping you respect and adhere to copyright law.



## Printing & Damage Fees

### Printing & Overdue Fees

- B&W page  $\leq 5$  ----- No charge
- B&W page  $5 >$  ----- \$0.15/page
- Color ----- \$0.30/page
- Overdue item ----- \$0.25/day (after 3-day grace period)
- Lost item ----- Replacement cost<sup>1</sup> (RC)

### Lamination Fees

- Large sheet (8.5 x 11) ----- \$1.00/sheet
- Medium sheet (4.25 x 6.25) ----- \$0.75/sheet
- Small sheet (3.7 x 5.3) ----- \$0.50/sheet
- Card sheet (2.2 x 3.7) ----- \$0.25/sheet

### Item Damage Fees

- Item damage
  - Cover/spine damage (minor) ----- No charge
  - Cover/spine damage (major/repairable) ---- \$1.50/item
  - Cover/spine damage (non-repairable) ----- RC
  - Detached page(s) (retained/repairable) ---- \$2.00/item
  - Detached page(s) (missing/unrepairable) --- RC
  - DVD/CD scratch (minor/still useable) ----- \$1.50/item
  - DVD/CD scratch (major/unusable) ----- RC
  - Electronic items (minor/ usable) ----- \$5.00/item
  - Electronic item (major/unusable) ----- RC
  - Liquid/water damage (minor) ----- \$1.00/item
  - Liquid/water damage (major) ----- RC
  - Marked page(s) (minor removable) ----- No charge
  - Marked page(s) (minor unremovable) ----- \$1.00/item
  - Marked page(s) (major/text unreadable) --- RC
  - Torn page (minor) ----- No charge
  - Torn page (major/repairable) ----- \$1.00/item
  - Torn page (major/unrepairable) ----- RC

<sup>1</sup> The replacement cost of an item depends on the cost of the original item. Amount may vary.