

SHI Integrative Medical Massage and Traditional Chinese Acupuncture School Learning Resource Center



Direct Lend Policies for SWON Libraries Members

General Information

For research convenience, a copy of the current SHI Learning Resource Center Catalog is available upon request by e-mail by contacting Pat Stanley, SHI LRC Director at 513-932-8712 during regular hours of operation or at SHIOTREACH@AOL.COM.

Persons wanting to borrow materials directly from the SHI LRC must provide a valid SWON borrowing card and Photo ID or SWON member Photo ID. And fill out a Direct Loan Form.

Privileges:

- *5-Item checkout limit*
- *3 week loan period*
- *1 renewal for most materials*
- *On-site access to the Internet and research aides*
- *Monday – Thursday 9:30 AM – 6:30 PM*

Restrictions: Medical, Professional Journals and rare volumes are limited to In-House use only, no multi media borrowing.

Internet Policy: On-site Internet access is available and provides additional links to SHI education specific research materials. The LRC does not filter Internet content. Parents please be advised that unsupervised use of the Internet by minors may result in access to information that parents or guardians may not find appropriate to children.

Overdue Notifications:

All overdue notices will be sent via email. There is a \$5 fee for materials two weeks overdue. Materials not returned within 30 days of checkout will result in a replacement bill. Replacement costs are billed at \$100.00 per item and will incur a \$15.00/item overdue charge if returned. SHI may request assistance from the SWON Member Library in recovering unreturned materials. Overdue fees are the responsibility of the borrower.

Contact Information

If you have questions about SWON Libraries direct lending at SHI Learning Resource Center, please contact:

Pat Stanley
LRC Director
Direct Lend Contact
513-932-8712
SHIOTREACH@AOL.COM