

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

ACADEMIC

SUBJECT: WILMA CRAWFORD MEMORIAL LENDING LIBRARY

REVIEWER(S): Program Chair, ADN Nursing*
Learning Resource Specialist

POLICY

The Wilma Crawford Memorial Lending Library was established as a tribute to the late Wilma Crawford, a 1951 graduate of the Charlotte Memorial Hospital School of Nursing. The purpose of this book collection is to assist in the availability of required and optional nursing program textbooks.

PROCEDURE

- A. The college president or designee will administer the Wilma Crawford Fund.
- B. Nursing faculty will identify and suggest textbooks to be included in collection.
- C. The books will be maintained in a secured area of the college. The learning resource specialist (LRS) will facilitate the lending process.
- D. A student services or business office representative may initiate the book-lending process by referring students to the LRS.
- E. The two most recent editions of a textbook will be kept in the lending library.
- F. The word "Discard" will be written on each outdated book before being removed from the shelf.
- G. Books may be lent on first come/first served basis for the student's currently scheduled course. If the book is not a required book for the current course, availability for that book will be made after students in the required course have had an opportunity to request the book.
- H. Books may be checked out for a period no longer than the length of one course (7 weeks).
- I. Any student, who requests a book(s) from the lending library, must fill out the Wilma Crawford Lending Library Textbook Request Form located on the ADN Program page of the CCHS Canvas site. Students will email the requested form to the LRS.
- J. A reminder notice (to return books) will be sent to the student's email account before the end of course.
- K. A student's failure to respond, within a reasonable time, to the late notice and failure to return an overdue book by the first week of the new course, may result in a financial obligation to include a replacement charge for the textbook at "fair market value."
- L. Any student requesting a book for the next semester, who has not returned previous book(s), will have their borrowing ability revoked until said book(s) are returned to the lending library.
- M. Books requested from the lending library will be held for the first week of the semester. Failure to pick up a requested book(s) will put the book back in circulation, allowing other students on the waiting list to borrow the book(s).
- N. The Wilma Crawford Memorial Lending Library policy and procedure will be reviewed bi-annually.