

## **Boucher Library Policies**

**Policy Title:** Governance

**Date of Initial Board Approval:** July 7, 2008

**Date of Last Approved Revision:** April 2020

**Person(s) Responsible for Implementation & Adherence:** Librarian/Technician,  
Executive Director

**Related Procedures:** Library Handbook

### **Rationale**

The CCNM-Boucher library exists to support the educational and humanitarian goals of the Institute by providing high quality information resources and services.

The CCNM-Boucher library encompasses the physical library collection housed within the main library, external clinical sites & the on-campus Boucher clinic, and additionally the electronic resources accessible on & off the Boucher campus.

The CCNM-Boucher library is overseen by a librarian/library technician, hired according to the job description & qualifications. The librarian/technician and persons delegated by the librarian/technician are responsible for access to and security of the library collection. The librarian/technician oversees all policies and procedures relevant to all CCNM-Boucher information resources and communicates regularly with delegated personnel to ensure patrons have optimal access to resources.

### **Authorized Users;**

Current CCNM-Boucher students, faculty and staff have access to library resources. Alumni, naturopathic professionals and members of the public may access library resources onsite at the discretion of the librarian/technician according to the designated procedure.

### **Library Facilities, Services & Access**

The CCNM-Boucher library collection has physical resources in the main library facility, the Boucher Clinic and the external clinic sites. Each location has specific hours of access, type of services provided, and circulation protocols outlined in the Library Handbook.

### **Development of Resources:**

Through collaboration among the librarian/technician, academic and clinic faculty, and administration, the CCNM-Boucher library seeks to support organization's mission statement and objectives by developing, maintaining and providing access to a quality library collection that:

- supports both a distinctive education in naturopathic medicine & research literacy and participation in evidence-based natural medicine
- preserves traditional naturopathic resources
- includes quality contemporary naturopathic medicine resources
- acquires new resources as knowledge in naturopathic medicine expands
- respects and supports the health and well-being of all persons
- supports health care service to the community

New information resource policies are developed with input from students, faculty and administration according to CCNM-Boucher's policy approval protocol.

Current CCNM-Boucher library policies, regulations and procedures are kept in a freely accessible binder in the reference section of the library. Policies are reviewed annually by the librarian/technician, amendments are presented to the Library Advisory Council for approval and if necessary, to the Board of Governors for ratification. Relevant library policies, regulations and procedures are published in Student, Faculty and Clinic, & Library Handbooks which are reviewed and updated annually.

The CCNM-Boucher library seeks to develop cooperative agreements with other institutions and agencies to enhance resources and services available to students, faculty and staff as needed and opportunity arise.

### **Collection Development**

The CCNM-Boucher library seeks to acquire and maintain a comprehensive collection of resources encompassing subjects covered in the curriculum, recognized by naturopathic colleges & licensing bodies, sufficient in quantity, variety of format, and currency, to meet the information needs of the CCNM-Boucher and assist students in successful completion of course work and licensing examinations. The library fosters collaborative efforts among the librarian/technician, faculty and students to provide regular and systematic evaluations of collection adequacy and facilitate selection and de-selection of resources according to specified criteria (see Scope of Collection, Selection of Library materials, De-selection of Library Materials) in response to perceived educational needs of the CCNM-Boucher. Student and faculty requests for specific resources are considered on an individual basis and carried out according to established procedure.

#### Collection development goals:

- To develop and maintain a reference collection designed to meet the reference and research needs of the students and faculty. The collection shall consist of general medical reference works and specialized naturopathic medicine reference works accepted as standard for small medical and naturopathic college libraries (e.g. Doody's Core Titles)
- To provide a periodical collection that supports curriculum and research needs
- To provide media materials in a variety of formats to support curriculum and research, with emphasis on current and developing formats.
- To maintain a reserve collection of material requested by faculty, for student use
- To develop and maintain a collection of historical materials specific to

naturopathic medicine, including material unique to Western Canada.

- To provide the necessary equipment to access all resource formats in the collection

### **Borrowing:**

All current students, faculty and staff have full borrowing privileges. Alumni, NDs, clinic patients and public may use resources onsite. The borrowing needs of current CCNM-Boucher students have priority over the needs of all other library patrons

### **Library Safety and Security**

The CCNM-Boucher library is responsible for securing its physical resources, collections and equipment against theft and abuse. The library also aims to provide a suitable and safe environment for research, study, instruction and reading for its authorized users.

To satisfy these goals, the library adheres to specific guidelines and procedures which are published in the CCNM-Boucher Student Handbook, Faculty Handbook, Clinic Handbook and Library Handbook.

### **AV Equipment Use, Computer/Printer Use, Photocopying**

#### **Computer/Printer Use (includes wireless Internet access)**

CCNM-Boucher provides computer stations with access to the Internet (network and wireless) and other purchased electronic resources for use in support of educational and research activities, and users are expected to use these resources in a responsible manner consistent with the purposes for which they are provided (see procedures for Computer/Printer Use.)

Users must comply with CCNM-Boucher's licence with Access Copyright and are responsible for any infringement of copyright or software licenses that may result from copying or distribution of material found on the Internet, licensed databases, or other electronic resources. A list of titles covered under the Access Copyright licence, with associated copying guidelines, can be found at

<https://www.accesscopyright.ca/title-search-permissions/>

Any questions regarding copyright, including the college's licence with Access Copyright, are to be directed to [library@binm.com](mailto:library@binm.com)

#### **Photocopying**

CCNM-Boucher provides photocopying privileges only to current student, faculty, and staff, with specific stipulations as outlined in the Photocopying procedures.