After Hours Access to the Health Sciences Library

There are a number of groups that have after-hours access to the Library, such as medical staff, residents and managers. For the safety of our users and collections, the following requirements apply. By using the Library after hours, you agree that you have read and will follow these requirements.

1. Everyone must swipe their ID badge. That means each person in a group.
2. Do not allow others access on your ID badge. You may lose the access privilege.
3. Do not prop the door open or respond to someone knocking on the door.
4. The Library has video surveillance cameras in operation 24/7. These are connected to a system in the Security Department. The front door alarm automatically takes a photograph.
5. Do not leave personal items unattended. The hospital is not responsible for lost or stolen items.
6. No materials (books, journals, media) may be removed from the Library.
7. Please do NOT re-shelve items used. Leave them on tables or study carrel.
8. Be respectful of others who are studying by keeping noise to a minimum.
9. Non-alcoholic drinks are allowed as long as they have lids. Don’t bring “smelly” food like pizza. Discard in trash when finished.
10. The Library accepts polite cell phone use. It would be better to step outside the Library for calls but if you must make or receive a call, please be very brief and quiet. Place your phone on vibrate/airplane mode.
11. If you need assistance from librarians, please email library@hshs.org. We will respond the next library business day.
12. We presently do not charge for printing. Help us be good stewards of resources by printing only what is necessary (Do not print whole books!).
13. Most Library computers print to the shared printer by the tree or to the photocopier. The copier is the fastest and least expensive print source to select.
14. If you are the last one to leave the Library, please turn off all the lights at the front door.
15. If you use a group study room, please turn out lights when you leave.
16. Leave the Library computers ON but LOGOUT when you are finished.
17. Do not use Library staff equipment: computers, phones, fax, office supplies, etc. You may use the phone on the main desk and the “page” phone on the wall near the photocopier/fire exit.
18. If you need audiovisual equipment, you must request it in advance.
19. Sometimes the group study rooms may be reserved for managers, medical staff, etc. There will be a note on the door when the rooms have been reserved. You may reserve rooms in advance by contacting the Library.
20. In the past, the Library has had some water leak issues in the journal stacks. If you ever discover water drips or wet carpet please call the operator and ask for Maintenance Dept.
21. If your badge does not work, please let the Library know so we can get it fixed. Call Security for entrance to the Library (which may or may not work).

IN CASE OF FIRE

1. Fire alarm is located in the outside hallway near the library entrance, same side of hall.
3. Fire extinguishers (3) located: front desk area, journal stacks, book stacks