

**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

Chapter 2	General Policies and Procedures	Effective:	June 2000
Section 2.4	Administrative and Support Departments	Revised:	June 2017
<b>Policy 2.4.4</b>	<b>Library</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

## **LIBRARY**

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### **Mission**

The mission of the Libraries is to promote learning, inspire discovery, and connect with our communities. To achieve our mission we deliver resources for teaching, learning, and research; provide expert information and instructional services; develop innovative physical and virtual spaces; strengthen existing partnerships; and seek new collaborations.

The Libraries include the Dolph Briscoe Jr. Library, the Regional Campus Library in Laredo, and the Jesse H. Jones Comprehensive Research Library at the South Texas Research Park.

The Briscoe and Laredo Libraries are open to the general public (non-UT ID holders). The collections and materials are available for use by the public at designated computers within the library buildings. Access to the collections is provided through the library's online catalog at <http://www.library.uthscsa.edu>.

Children under age 15 must be accompanied by an adult at all times.

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### **Dolph Briscoe Jr. Library**

The Briscoe Library located on the Joe R. and Teresa Lozano Long Campus is the main library for UT Health San Antonio. Library units include Administration, Circulation Services, Library Liaisons, Outreach and Community Engagement, Resources Management, and Simulation and Immersion Technology.

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### **Laredo Regional Campus**

The Laredo Regional Campus Library is located on the first floor of the Hachar Building. The library provides access to an extensive collection of online resources, as well as a non-circulating print collection. Print materials from the Briscoe Library are available by request.

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### **Jesse H. Jones Comprehensive Research Library**

The Jesse H. Jones Comprehensive Research Library, located at the Texas Research Park, is a computer lab with access to the library's collection of online resources.

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**Collection Development and Resources Management**

Library collections are curated to support the mission and goals of the university. Information resource decisions are based on knowledge of the educational, research, and clinical care programs of the institution.

- [Information Resource Development Plan](#)

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**Borrowing Policies**

Borrowing privileges are available to the following groups with proper identification:

- UT Health San Antonio students, faculty and staff
- UT Health San Antonio Distance Learning students
- UT Health San Antonio Alumni
- UT Health San Antonio Retirees
- Health Professionals
- Courtesy Borrowers
- Faculty from other institutions
- Health Careers High School students
- TexShare Borrowers
- University Health System Borrowers

Borrowing privileges may be requested by filling out the [Library Borrower Registration or Renewal form](#). Registered borrowers must present photo identification when borrowing materials.

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**Special Collections**

Special Collections are located in the P.I. Nixon Medical Historical room (Room 5.078) and are available for use by appointment by calling 210-567-2403.

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Also located in the P.I. Nixon Library area is the University Archives and UT Health San Antonio records. Administrative and office personnel are requested to contact the library at (210) 567-2413 before disposing of inactive records, and to consult with librarians who can assess the historical value of records for possible inclusion in the archives.

- [University Archives Policies](#)

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### **Library Services**

Library services include circulation, reference and research support; database searches; instructional programs, orientations and information management classes; interlibrary loan; document delivery; and printing and photocopying for a fee.

The Library processes dissertations for binding through the Office of the Dean of the Graduate School of Biomedical Sciences.

- [Literature Search Services](#)
- [Library Classes and Orientations](#)
- [Interlibrary Loan and Document Delivery](#)
- [Print and Copy Services](#)
- [Binding a Thesis or Dissertation](#)

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### **Library Technology**

The Hub, on the Briscoe Library's third floor, includes anatomy simulation and virtual reality programs, presentation software, and 3D scanning and printing.

Wireless access is available throughout the Library using either HSCWave (requires network login) or HSCGuest. Ethernet laptop connections and security locks are available throughout the library. Similar amenities are available at the Laredo Library.

Use of most library computers requires a campus network login. Computer access for the general public is provided at designated guest

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computers. Guests must sign in at the circulation desk to receive a computer login.

- [Computer Use Policy](#)

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### **Study Rooms**

The Briscoe Library has a variety of study configurations including individual and group study rooms, study carrels and booths with electrical outlets.

- [Library Study Room Guidelines & Reservations](#)

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### **Classrooms and Meeting Rooms**

The computer classroom (Room 2.011) contains 25 computers for hands-on classes and videoconferencing technology. The Collaboratory (Room 4.074) has a projector, white boards and videoconferencing technology.

- [Library Classroom Guidelines](#)

The John P. Howe, MD III Conference Room (Room 5.076) is equipped with wireless access, a podium with an Internet connection, microphone and speaker, and a projector and screen.

- [John P. Howe, MD III Conference Room Guidelines](#)

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### **Payment for Services**

Charges apply to some library services including database searching, some interlibrary loan request, photocopying and printing services.

Payment may be made by departmental account, cash, personal check or credit card (MasterCard, Visa, American Express or Discover) at the Briscoe Library Circulation Desk.

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