LIBRARY

Mission

The mission of the Libraries is to advance the educational, research, clinical care, and community service programs of the UT Health Science Center at San Antonio (Health Science Center) by critically appraising, selecting, and organizing health sciences information and by facilitating and maintaining access to these resources for the faculty, staff and students of the Health Science Center and for the South Texas community.

The Libraries include the Dolph Briscoe Jr. Library, the Mario E. Ramirez, M.D. Library at the Regional Academic Health Center in Harlingen, the Regional Campus Library in Laredo, the Jesse H. Jones Comprehensive Research Library at the South Texas Research Park, and the P.I. Nixon Medical Historical Library on the 5th floor of the Briscoe Library.

All of the libraries are open to the general public. Their collections and materials are available for use by the public at designated computers within the library buildings, and for printing or photocopying within guidelines of U.S. Copyright Law.

Children under age 15 (under age 18 at the Ramirez Library) must be accompanied by an adult at all times.

Dolph Briscoe Jr. Library

The Briscoe Library located on the Joe R. and Teresa Lozano Long Campus is the main library for the UT Health Science Center at San Antonio. Library divisions include Administration, Collection Resources, Library Technology, Special Collections, and Library and Outreach Services – Reference, Education, Interlibrary Loan, Access Services and Community Outreach Services.

The Briscoe Library is a major resource for health care professionals in San Antonio, Bexar County and South Texas. It is a resource library for the South Central Region of the National Network of Libraries of Medicine (Texas, Arkansas, Louisiana, Oklahoma, and New Mexico).
The Circuit Librarian Health Information Network (CLHIN) of South Texas is a program that provides information services to health care practitioners at participating institutions in South Texas.

The Jesse H. Jones Comprehensive Research Library, located at the Texas Research Park, provides access to a core print collection in biomedical research, as well as a computer lab with access to the library's collection of online resources.

The Ramirez Library at the RAHC in Harlingen opened in 2002. It is named in honor of Mario E. Ramirez, M.D., a former member of The University of Texas System Board of Regents who served as Vice President of South Texas Programs from 1995 to 2007. The Ramirez Library is an 8,595 square-foot facility with an extensive collection of print and online resources.

The 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 collections of other Health Science Center libraries are available by request.

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

1. Health Science Center faculty, staff, interns, residents, fellows, students, and volunteers;

2. Health Science Center clinical and adjunct faculty with a letter of appointment;

3. University Health System staff;

4. Retired Health Science Center faculty and staff;
5. Doctors, dentists, nurses, and other health care professionals licensed by and practicing or residing in the State of Texas.

Courtesy borrower privileges are available to Texas residents age 18 or older who are not eligible under the above categories, for a $35 annual fee.

Borrowing privileges may be requested by filling out and faxing or emailing the Library Borrower Registration or Renewal form. Applications for borrowing privileges are also available at the Briscoe Library circulation desk. Registered borrowers must present photo identification when borrowing materials.

Through TexShare, the library has reciprocal borrowing agreements for Health Science Center faculty, staff, and students at many state and local academic libraries including The University of Texas at San Antonio. Information about TexShare is available at the Briscoe Library circulation desk, at branch libraries, and online at: http://www.texshare.edu/generalinfo/about/libuser.html.

The library also extends limited borrowing privileges to faculty and students from area colleges and universities through TexShare. Information about the TexShare reciprocal borrowing program is available at: http://www.texshare.edu/generalinfo/about/libuser.html.

Registered borrowers with a photo identification may borrow materials. The following loan periods and rules exist for Health Science Center borrowers:

- Most books, except for reference and reserve books, are loaned for two (2) weeks.
- Most journals, except for issues received within the last thirty (30) days, are loaned for one (1) week.
- Most audiovisual materials are loaned for one (1) week. Most reserve non-print items and software and equipment are loaned for three-hour periods. Laptops and mobile devices are loaned for two (2) weeks.
• Reserve print materials are loaned for three-hour periods; overnight loans are available three (3) hours prior to closing; materials must be returned within one (1) hour of opening the next day.

• Renewals may be made in person, online, or by telephone for most items. Some items may not be eligible for renewal.

• All items on loan may be recalled by the library.

The library circulation staff should be notified immediately when items are lost or damaged; a charge for replacement and processing will be levied.

**Special Collections**

Special Collections are located in the P.I. Nixon Medical Historical Library on the fifth floor of the Briscoe Library building (Room 5.078). The P.I. Nixon Medical Historical Library includes almost 5,000 rare and historic medical books. Also located in the P.I. Nixon Library area is the University Archives, a repository of historic materials, including manuscripts, photographs, slides, oral histories, and other materials documenting the history of health care and medicine in the South Texas region. The archives also contain historically valuable Health Science Center records, including documents relating to the founding of the various schools, executive and administrative records of the Health Science Center’s growth and development, photographs, histories, correspondence of key administrators, regulations, minutes, legal records, budgets, and reports. Administrative and office personnel are requested to contact the library at (210) 567-2428 before disposing of inactive records, and to consult with librarians who can assess the historical value of records for possible inclusion in the archives. Special Collections staff research, prepare and display exhibits in various library locations.

**Special Collections Conference Room**

The John P. Howe, III M.D. Conference Room may be reserved for special events, such as the Health Science Center Development Board, site visits for NIH grants, distinguished visitors, and special library meetings. Routine meetings, such as journal clubs and departmental
meetings are not permitted. Since the library’s special collections are housed in this room, the library reserves the right to retrieve materials while a meeting is in progress. Reservation guidelines can be found at [http://library.uthscsa.edu/2011/10/howe-room-guidelines/](http://library.uthscsa.edu/2011/10/howe-room-guidelines/). For more information or to make reservations, call the library administration office at (210) 567-2400.

### Library Services

Library services include circulation and reserve services, information and reference services; database searches; instructional programs, orientations and information management classes; interlibrary loan and document delivery services; and printing and photocopy services. Briscoe Library group study rooms are reserved through the circulation desk.

Technology services in the Briscoe Library include public computers equipped with productivity software, scanners at select work stations, and computer-assisted instruction programs. Ethernet laptop connections and security locks are available throughout the library. Similar amenities are available at the Ramirez and Laredo libraries. The Jones Comprehensive Research Library offers computers with productivity software and a printer, wireless and Ethernet connections.

The Briscoe Library has a variety of study configurations including individual and group study rooms, study carrels and booths with electrical outlets. Large computer screens are available in 3rd and 5th floor group study rooms to facilitate collaborative learning. The Collaboratory (Room 4.074) has a projector, SmartBoard, white boards, and videoconferencing technology. The room can be reserved for meetings and for evening group study. The John P. Howe, III MD Conference Room (Room 5.076) is equipped with wireless access, a podium with an Internet connection, microphone and speaker, and a projector and screen. A computer classroom on the 2nd floor contains computers for hands-on classes and videoconferencing technology.

Use of most library computers requires a campus network login. Computer access for the general public is provided at designated guest computers. Guests must sign in at the circulation desk to receive a computer login. See the Computer Use Policy below.
Library Catalog and Databases

Access to the collections is provided through the library’s online catalog at [http://www.library.uthscsa.edu](http://www.library.uthscsa.edu). The library provides access to over 85 databases including MEDLINE, CINAHL, Micromedex, and Scopus. About 95% of the library’s journals and a growing number of books are available online. License restrictions for specific journals and databases may affect off campus access.

Information/Reference Services

Librarians and library assistants respond to directional and in-depth requests for information and research assistance. This includes instruction in the use of electronic resources such as the online catalog, MEDLINE, CINAHL, and other databases, and the Internet, help locating and using print resources, interlibrary loan (ILL) requests, and bibliographic verifications of print and electronic citations. Librarians also refer users to other libraries and/or agencies as appropriate. Reference assistance is available in person and by telephone, instant message, and email.

Database Search Services

Faculty, staff and students may do their own literature searches on databases available through the library without charge. Librarian-mediated searches are performed for a minimum charge of $15.00. In addition to the databases to which the library subscribes directly, librarians have access to a large number of fee based databases. More information about literature search services can be found at [http://library.uthscsa.edu/2011/12/literature-search-services/](http://library.uthscsa.edu/2011/12/literature-search-services/).

Educational Services

The library staff provides a variety of services to orient and instruct users in the effective use of the collection and the biomedical information services and resources available. Orientation sessions may include a tour of the library, an overview of library resources and services, and an introduction to database searching. New faculty members are encouraged to arrange for a personalized orientation by calling the library. Librarians also teach workshops on the use of MEDLINE, CINAHL, EndNote, RefWorks and the Internet, searching for evidence-based literature, using mobile devices, and understanding emerging technologies. Classes tailored to the needs of specific user groups may also be scheduled. Librarians also promote use of health information databases to the community in classes and health fairs.
Interlibrary Loan, Printing and Photocopy Services

Health Science Center faculty, staff, fellows, students, University Health Systems employees, and health care professionals licensed in the State of Texas, are eligible for interlibrary loan services. Work-related materials not owned by the library can be requested at no charge for routine delivery. A handling charge is required for rush delivery. Non-UT Health Science Center health care professionals are charged a fee for this service. Materials may also be requested through Loansome Doc while searching PubMed and MedlinePlus. The Loansome Doc service is also available to South Texas area health professionals.

Self-service printing and photocopying is available at a cost of 10 cents per page. The library provides a fee-based document delivery service. All printing and photocopying must be done within the guidelines of U.S. Copyright Law (Title 17, U.S. Code). These services are not available to corporations, law firms or other organizations. Information about interlibrary loan or document delivery services and charges can be found at http://library.uthscsa.edu/2011/11/interlibrary-loan/.

Payment for Services

Charges apply to some library services including database searching, some interlibrary loan requests, 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 and at the Ramirez Library.

The Library processes dissertations for binding through the Office of the Dean of the Graduate School of Biomedical Sciences. The cost is $14.00 per copy.

Library Computer Use Policy

Meeting research and educational information needs is the primary reason the Health Science Center Libraries provide computer workstations and wireless access. Any health-related information searching is a legitimate use of these resources.

Authorized users of commercially licensed digital products such as electronic journals, books, and databases include Health Science Center faculty, staff, and students and walk-in users of the Health
Science Center libraries. Off-campus access to these digital resources is allowed only to Health Science Center faculty, staff, and students.

Campus network logins are required at most library computers. Designated guest computers are available for use by the public at each library location. At the Briscoe Library, a one (1) hour time limit during a 24 hour time period is enforced on guest computers. Time limits vary at branch locations. Additional time may be granted for persons researching health related topics. Personal computers and computer peripherals (other than personal storage devices) may not be physically attached to the library’s computers, networks, or printers except in designated locations.

Library computer users are discouraged from storing personal files and documents on the libraries’ computers. All user data is erased from the library's public computers at least once a day and, in most cases, whenever a computer is rebooted. Users should store and/or backup their documents to a USB drive, to a writable optical disc (i.e. CD/DVD), to an online storage service, or email documents to themselves.

Faculty, staff and students with Health Science Center domain accounts may connect to the HSCwave wireless network at any library location. Non-Health Science Center users can connect to the BriscoeWiFi network for limited wireless Internet access. Users may connect their own computers to the library network at designated laptop workstations.

The Internet contains a wealth of valuable information resources. However, users should be aware that some information may be inaccurate, outdated or offensive. Library users are advised to exercise judgment and discrimination when evaluating the usefulness and reliability of material found on the Internet. The Health Science Center is not responsible for the content, security or reliability of websites outside the uthscsa.edu domain.

All persons accessing the Internet through The University of Texas System (UT System) computers must abide by the UT System “Information Resources Use and Security Policy”, UTS165, and all Texas state laws and regulations concerning use of state property and computing resources.
Viewing of pornographic material may constitute a Class C misdemeanor under Texas Penal Code §43.22 and may also violate the University’s policies on sexual harassment as stated in the *Handbook of Operating Procedures* (HOP), *Section 4.2.2*, “Sexual Harassment and Sexual Misconduct”. Users of computers at the Health Science Center Libraries should be aware of the public nature of shared facilities and should take care not to display images or play sounds that could create an atmosphere of harassment for others. In addition, the University’s “Internet Use” policy, *Section 5.2.8*, of the HOP, states that “Accessing, posting, or sharing any racist, sexist, threatening, obscene, or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited”.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into digital format. Any copyright statements or symbols should be retained when printing a digital document. Please see the UT System policy on “Use of Copyrighted Materials”, *UTS107*.

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users’ activities.

UT Health Science Center personnel must abide by the Health Science Center’s HOP, *Section 5.5.10*, “Software Policy”.