

LRC USAGE POLICIES CHART

Services/ Materials Rev. 6-04-02	MUSM Students, Residents, Faculty	MUSM Staff	Other Mercer Faculty	Other Mercer Students	Other Mercer Staff	Area College Students	Community (Teachers, Ministers Lawyers etc.)
<p>Models & Charts</p> <p>NOTE: All users are financially responsible for materials they use or check out. Damage Policy must be signed before use.</p>	<p>1 day check out within building unless used for an educational presentation in community. 4 hours when on Reserve. This group has priority access to all materials.</p>	<p>Study in LRC or check out with special arrangements for use in educational presentation in community.</p>	<p>1 day check out for classroom use on campus or for use in educational presentation in community.</p>	<p>Study in LRC only, no check out privileges. Need to register at LRC Circulation Desk & show I.D. If resources needed for Class, ask instructor to check out.</p>	<p>Study in LRC or check out with special arrangements for use in educational presentations in community.</p>	<p>Study in LRC only. No check-out privileges. Need to register at LRC Circulation Desk and show I.D.</p>	<p>Study in LRC or check out with special arrangements for use in educational presentation in community. No charge for non-profit groups; 10% of current purchase price for profit groups. \$25.00 min.</p>
<p>Skeletons</p>	<p>1 day check out. The small skeleton may be checked out of the building. Others never leave the building</p>	<p>Study in LRC. One small skeleton may be checked out of the building</p>	<p>Study in LRC. One small skeleton may be checked out of the building</p>	<p>Study in LRC.</p>	<p>Study in LRC. One small skeleton may be checked out of the building</p>	<p>Study in LRC.</p>	<p>Study in LRC. One small skeleton may be checked out of the building</p>

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Radiographs (X-rays)	14 days check out, unless placed on reserve for a phase. May leave the building.	View in LRC.	View in LRC.	View in LRC.	View in LRC	View in LRC.	View in LRC.
Plastinated Specimens (If requested item is not displayed in the LRC, ask the LRC staff for assistance.)	Specimens displayed in LRC for a phase = 4 hour check out within the building. Patron must fill out & sign form. Contact the LRC Staff to check out other specimens	View & study specimens displayed in LRC for a phase.	View & study specimens displayed in LRC for a phase.	View & study specimens displayed in LRC for a phase.	View & study specimens displayed in LRC for a phase.	View & study specimens displayed in LRC for a phase.	View & study specimens displayed in LRC for a phase. Contact the Pathology Department with questions on other specimens.

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AV- Equipment (Overhead projectors, slide projectors, VCRs, cassette players, laser pointers)	1 day check out within building or with special arrangements to outside the building.	1 day check out within the building or with special arrangements to outside the building.	No access in LRC or circulation privileges.	No access in LRC or circulation privileges.	No access in LRC or circulation privileges.	No access in LRC or circulation privileges.	No access in LRC or circulation privileges.
Microscopes	Use in LRC only.	Use in LRC only.	No access or circulation privileges.	No access or circulation privileges.	No access or circulation privileges.	No access or circulation privileges.	No access or circulation privileges.
Diagnostic Instruments	1 day check out	No access or circulation privileges.	No access or circulation privileges.	No access or circulation privileges.	No access or circulation privileges.	No access or circulation privileges.	No access or circulation privileges.

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<p>Computer Software Use/Printing</p>	<p>Most software for LRC use only. Some may be checked out to Tutorial Rooms. Do not load your own software. Internet for professional and educational purposes only! No charge for printing with laser or color printer as long as it is for educational purposes.</p>	<p>Use in LRC only. Do not load own software on LRC computers.</p>	<p>No access to computers.</p>	<p>No access to computers.</p>	<p>No access to computers.</p>	<p>No access to computers.</p>	<p>No access to computers.</p>

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LRC Rooms 201, 202 & Wet Lab	May reserve for resource sessions, meetings etc. as available. Priority given to curricular events: Clinical Skills; Testing; MPH classes. NOTE: May use as study space when not in use by groups.	May reserve for MUSM functions.	No access.	No access.	No access.	No access.	No access.
Computer Instruction	Yes	Yes	No	No	No	No	No

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Tours	Any group may request a tour of the LRC facilities & plastination presentation. They should speak with an LRC Staff person to make arrangements. Maximum number per tour 40.						

	Food & Drink	Software Loading & Internet Use	Copy Machine	Unaccompanied Children
Other Policies	In LRC Classrooms only. No food near computers, a-v equipment or models.	No software should be loaded on the LRC computers without permission from the LRC staff. Access Internet sites for educational & professional purposes only.	Use the copier with a valid campus wide BearCard. Value can be added downstairs in the Medical Library.	Unaccompanied children should not be left in the LRC. LRC materials and computers are for professional and educational use only.