

**Mercer Medical Library and  
Learning Resources Center**

Materials in the Library and the Learning Resources Center are available to students, faculty, physicians, and members of the Macon/Middle Georgia community. There is a collection of nearly 98,000 print and electronic volumes, 3,800 audiovisuals, 10,200 government documents, 3,000 x-rays, and over 100 models in the two facilities. The Library receives more than 800 current journal subscriptions, many in both print and electronic format.

**Hours**

Monday – Thursday	8:00 AM – 11:00 PM
Friday	8:00 AM – 6:00 PM
Saturday	10:00 AM – 6:00 PM
Sunday	1:00 PM – 11:00 PM

**Directory**

Jan LaBeause, Library Director	301-2519
Stephen Ellis, Circulation Manager	301-2541
Sunitha Nair, Interlibrary Loan	301-2541
Kristin Howard, Reference Librarian	301-4144
Lee McCarley, Systems Librarian	301-2151
Roxanne Nelson, Library Clinical Liaison	301-4057
Mona Avery, GaIN Program	301-2515
Vonne Sheffield, LRC Technical Services Assistant	301-4149

## **PHYSICAL FACILITIES**

### **Study Rooms**

The three study rooms in the Library are reserved for use by MUSM medical students for individual and group study. Each room is equipped with audiovisual equipment and a computer with printer. Rooms cannot be reserved and are available on a first-come-first-use basis. In addition to the study rooms, a number of library carrels are reserved for MUSM students only.

### **Public Computer Terminals**

There are four computer terminals available in the Library for the use of all library visitors. They are located opposite the circulation desk and are set up for Internet access. They are to be used for research only. It is important that you **do not** install any additional software on these machines. All print jobs will be routed to the single printer located to the right of the fourth terminal. Please do not print out very long documents or PDF files, as they tend to overload the printer - use the computer lab machines instead.

### **Computer Classroom-Lab**

Included in the Library facility is a computer lab containing 16 terminals and a color printer. The computer lab is used mainly for formal classes and for computer instruction on electronic resources, database searching, and the Internet. When the lab is not being used for formal instruction, it is open to all MUSM students. Reserved dates/hours will be posted on the lab door.

### **Peyton T. Anderson Learning Resources Center**

The Learning Resources Center (LRC) on the second floor is part of the Medical Library. The facility is used for resource sessions, classes, meetings, testing, computer and audiovisual equipment usage, clinical skills program activities, display and check out of models, x-rays, various medical software and other items. Due to the delicate and expensive nature of LRC resources, food and drink are permitted in the classrooms only. Students are asked to complete a Learning Resource Center Damage Policy before using any of these resources.

# CIRCULATION POLICIES

## Circulation Periods

**\*\*\*Mercer ID must be presented at check out\*\*\***

### *LIBRARY*

Audiocassettes	7 days
Books	14 days (med, MFT/S, & MPH students) 30 days (clerkship students, faculty, residents, & MUSM staff)
National Board	3 days (med, MFT/S, & MPH students) 30 days (clerkship students)
Audiovisuals	1 day, building only
Reserve 1	4 hours or overnight
Journals	Non-Circulating
Reference	Non-Circulating

MUSM clerkship students may check out books, Reserve 2 items, and board review materials for the length of their current clinical rotation.

Note that the majority of videotapes and slides are located in the Medical Library.

### *LEARNING RESOURCES CENTER*

Reserve Materials	4 hours
Skeletons	1 day
Models, simulators, charts	1 day
Microscope Slides	1 day
Computer Assisted Instruction	1 day
X-Rays	14 days
Other	As needed

## **Reserve Materials**

All Reserve 1 materials are kept behind the Circulation Desks. These items circulate to students and/or faculty of the appropriate program for a 4-hour period, or overnight if checked out within four hours of Library closing time.

Reserve 2 items are for the use of MUSM clerkship students during their clinical rotations, and may be checked out by them for the length of each rotation.

## **Hold List**

If a needed item is currently checked out, students may place the item on the hold list. The Library will contact the student by email or phone as soon as the item is returned. Students have one circulation period to pick up the requested item before status is returned to “available”.

## **Overdue Policy**

A student with overdue materials may not check out further materials until his/her circulation record is cleared. Repeat offenders may be referred to the Associate Dean for Academic Affairs.

## **Penalty Points**

Instead of charging cash fines for overdue materials, the Medical Library charges Penalty Points for Reserve materials (Reserve, Reserve 2, Reserve Clinical Skills, Reserve M, Reserve P) and National Board Review materials. Penalty points accrue at the rate of 1 point/hour of overdue for Reserve materials and 4 points/day for National Board Review materials. For every 8 points a student accumulates, borrowing privileges are suspended for 14 days. If there is a question about the number of points accumulated or why a suspension has gone into effect, please contact Stephen Ellis, Circulation Manager, during business hours at 301-2541 or by email at [ellis\\_sb@mercer.edu](mailto:ellis_sb@mercer.edu)

### **Lost or Damaged Materials**

Borrowers are responsible for replacement or repair costs for lost or damaged materials. A processing fee of \$10.00 will be assessed in addition to the replacement or repair cost. Library privileges are suspended until replacement or payment is received.

### **Food and Drink**

There is no food or drink allowed in the library. Sugar, moisture and crumbs tend to attract mice and insects, which can lead to damage of library materials and unpleasant study conditions.

## **LIBRARY SERVICES**

### **InterLibrary Loans (I.L.L.)**

The MUSM Library will borrow from other libraries any needed materials which are not available at Mercer. These loans are usually received within three to ten working days, although some could take as long as thirty days. Articles will be requested as fax delivery for clinical emergencies **only**. There is *no charge* to students for interlibrary loans. We will be happy to deliver any borrowed articles to you electronically – all we need is your email address. You will need Adobe Acrobat Reader installed on the computer from which you check your email. All computers in the Medical Library & LRC have Acrobat Reader available.

### **Computerized Literature Searching**

The Library has access to many computerized databases covering a wide variety of topics including MEDLINE/PubMed, PSYCINFO, and more than 300 other databases available through GALILEO and other electronic resources. To request help with a search or to obtain a GALILEO password, ask at the Circulation Desk for a reference librarian.

### **Photocopies**

Copying equipment is available for student use. Photocopies are normally ten cents per page. Each medical student, while in the BMP Program (first two years of MD degree program), is provided an allowance of 1000 copies per year for course-related photocopying. This allowance is attached to the student's Mercer ID/BearCard in a special account. Students may also add copy value as necessary onto their BearCard at the terminal next to the copiers in the Medical Library. The Library does not offer copying service or provide copy cards for students, nor does it provide refunds for ID/BearCard purchases. Ask at the Circulation Desk for assistance.

## Educational Services

Regularly scheduled computer classes are offered monthly during the school year and are taught by Library faculty and staff. Topics may include:

- Introduction to GaIN
- Introduction to GALILEO
- Introduction to Smart Draw
- Searching PubMed – Basic & Advanced
- Evidence-Based Medicine
- Accessing Full-Text Resources
- PDA Basics

Classes are announced each month through e-mail notices and are also listed on GaIN (from the GaIN services page, look for Training and Educational Programs, then click on the GaIN Class Schedule and Registration link). Individual or small-group training sessions for software programs available in the LRC may be scheduled with the LRC Technical Services Assistant.

Students or faculty may request specialized or individualized classes. Library staff will work with you in designing personalized instruction as needed.

For any additional questions concerning Library and LRC policies, procedures, or operations, check with any staff member, or visit our Web site:

<http://gain.mercer.edu/library/>

MedNet – <http://mednet.mercer.edu>

GaIN – <http://gain.mercer.edu>

