

## Virginia Tech Carilion School of Medicine (VTCSOM)

**Statement:** Library Information  
**Subject:** Library  
**Administrator:** R. McCandless  
**Rev.:** 2  
**Original date:** 9/1/2010  
**Revision dates:** 6/14/2017

Both Virginia Tech and Carilion Clinic libraries provide extensive biomedical resources for VTCSOM. On the Roanoke Campus, Carilion provides study space and physical materials at VTCSOM, Carilion Roanoke Memorial Hospital (CRMH), and Jefferson College libraries. You have 24/7 physical access to both VTCSOM and CRMH libraries; library staff must be present to access Jefferson College library. You have 24/7 hour access to the online information resources of both Virginia Tech and Carilion Clinic libraries.

All Carilion Clinic libraries are supported by professional library staff. Staffing hours may vary according to class schedules, special circumstances or inclement weather.

VTCSOM library staffing hours are:  
Monday – Friday: 8 am to 5 pm

CRMH library staffing hours are:  
Monday—Friday: 7:30 am to 4:30 pm

Jefferson College library staffing hours vary with the academic calendar but typically are:  
Fall and Spring: Monday—Thursday: 7:30 am to 8 pm; Friday 7:30 am to 5 pm,  
Sunday 1 pm to 6 pm

“Ask a Librarian” chat services are available during Jefferson staffing hours.

**BORROWING:** At VTCSOM, you may borrow most materials on an honor system; however, library staff must be present to borrow equipment. At CRMH and Jefferson, library staff must be present in order for you to borrow materials. You are expected to return materials in good condition on or before the due date. Unauthorized removal of materials from any library is a serious offence and violates the VTCSOM environment of educational integrity. If you demonstrate a lack of integrity, you are referred to Student Affairs.

**LATE RETURNS & FINES:** There are no fines for late returns except for equipment. See the library equipment policy for details. You are sent email reminders at 1 week, 2 weeks, and 4 weeks. At 4 weeks, materials are considered lost and you are notified of the replacement cost.

**DAMAGED OR LOST MATERIALS:** You must pay replacement costs for lost or damaged library materials.

**PROFESSIONALISM:** If you do not return materials, pay fines, or pay for lost/damaged materials within 45 days, you demonstrate a lack of professionalism. Students who demonstrate a lack of professionalism are referred to Student Affairs.

For further information or research assistance, contact:

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Carilion Health Sciences Libraries

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