

CIRCULATON PROCEDURES, POLICIES & PRIVILEGES

	Books	Periodical Journals	Clinics	Audiovisual CDs/ DVDs	Renewals	Photocopying
Employees Staff Physicians Residents Interns	2 weeks No limit	Library use only	1 week	1 week	(3 times)	Free
Interns in other depts..	4 books per subject 1 week	Library use only	1 week	Library use only	(1 time)	Free
Students -- doing Rotations	4 books per subject 1 week	Library use only	Library use only	Library use only	(1 time)	Free
Students -- Other	Library use only	Library use only	Library use only	Library use only	N/A	10 cents per page
Public	Library use only	Library use only	Library use only	Library use only	N/A	15 cents per page
HMH Volunteers (Other than Library volunteers)	Library use only	Library use only	Library use only	Library use only	N/A	Free
Religious Clergy	Library use only	Library use only	Library use only	Library use only	N/A	Free
Patient's & family members (**Patient's Name/Room #/Home phone # and address are required for checking out library materials!)	Overnight use in Patient's rooms only	Overnight use in Patient's rooms only	Library use only	Library use only	N/A	Free
HMRI – Non HMH employees	Library use only	Library use only	Library use only	Library use only	N/A	Free

STUDENTS DOING CLINICAL ROTATIONS AT HUNTINGTON: nursing students, medical students, interns and nursing instructors are from the following schools:

Azusa Pacific

Cal-State L.A.

Caltech students (Dr. William Caton's Summer students, & they will be wearing Volunteer uniforms / badges **and** allowed to use the library after hours!)

Pasadena City College

USC- School of Nursing & School of Medicine

Mt. St. Mary's College

*** For a list of Medical students from Medical Schools, please contact GME (Graduate Medical Education) Dept.