

# Stanley Mark Dennis Veterinary Library

## Library Guide for Students



Circulation Desk

**CUSTOMER SERVICE MOTTO: Excellent Service**

**ROSS UNIVERSITY**

P. O Box 334, West Farm

St. Kitts

WEST INDIES

Revised April 2006

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## **MISSION STATEMENT**

The Stanley Mark Dennis Veterinary Library strives to be the intellectual center of the Ross University School of Veterinary Medicine.

### **GOALS AND OBJECTIVES**

The mission of the Library is to support the teaching, learning and service all members of the university community. Primarily focusing on enabling teaching, the library is the foremost means through which students and faculty gain access to the universe of organized knowledge. In enabling such access, the library performs a unique and indispensable function in the teaching-learning continuum, but also a source of institutional perspective for the university.

Beyond the well-established role of the library (that is, to select, acquire, organize, make accessible, and preserve information resources, as well as instruct users in its use), the library assumes additional institutional roles in support of the academic activities of the institution.

The mission is basically three fold:

To develop a collection of books and journals that will meet the information needs of the students and faculty.

To provide reference services to support the information needs of students and faculty.

To provide a facility and environment that promotes studying and conducting library research.

## LIBRARY HOURS

### SEMESTER TIME:

Monday - Thursday	-	7:00AM	-	10:30PM
Friday	-	7:00AM	-	4:00PM
Saturday – Sunday	-	9:00AM	-	10:30PM

Special extended hours go into effect *one week* before final examinations.

### SEMESTER BREAK:

Monday - Friday	-	8:00AM	-	4:00PM
Saturday & Sunday	-	CLOSED		

### 24-HOUR READING ROOM

The library now provides its students with a twenty-four hour reading room, the year round.

## FACILITIES

The library occupies approximately 7,035 sq. ft. There are six sit-down work stations which allow access to the library's catalog/OPAC, Internet browsing and database searching. Three group study rooms are also available for students use.

The library *main reading room* can accommodate One hundred and thirty persons. There are twenty-eight large tables with four chairs each and eighteen study carrels.



*main reading room*



The *twenty- four hour reading room* can seat One hundred and one persons comfortably.

# **RULES & REGULATIONS**

## **CIRCULATION**

### **Borrowing Information**

The Stanley Mark Dennis Veterinary Library is a private university library and is primarily for the use of Ross University students, faculty and staff. A Ross identification card is required to borrow library materials. Please be advised that confidentiality of library circulation records is assured.

### **Your Responsibility as a Borrower**

- ❑ To know library policies, which are available in our Library Brochure
- ❑ To be financially accountable for material checked out on your record
- ❑ To know the due date or time of borrowed items
- ❑ To return in good condition or renew materials by the due date or time
- ❑ The individual to who materials are checked-out/signed-out assumes full responsibility for their prompt and safe return to staff at the Circulation Desk.
- ❑ Students with overdue library materials and/or outstanding fines will not be allowed to register for the next semester **OR** may not be eligible to graduate until fines are paid.

### **Loan Periods**

#### **General Collection**

Books on the open shelves: 14 days with 7 days renewal

#### **Reserve Collection**

Books on reserve: 48 hour, one week and 3 hour

#### **Journal Collection**

Vet. Clinics N. America: 3 day loan

### **Vacation Loans**

#### **General Collection**

Books on the open shelves:

Loaned for the whole vacation; you may use the normal hold/reservation system if a book is on loan. Vacation loans are due back on the first day of the new semester.

#### **Reserve Collection**

Books on reserve: loaned for the usual 48 hours, 3 hours and one week.

#### **Journal Collection**

Vet. Clinics N. America: loaned for the usual 3 days

## Course Reserves

Course Reserves is located behind the Circulation Desk, and is open all hours the library is open. Most of the items in course reserves are placed at the request of faculty. Items placed on reserve commonly include sample tests, library books and journal articles. The items on reserve remain until the faculty asks to have the material removed.

Items checked out from course reserves must be returned on time to avoid late fines. Personal material from faculty may be renewed if other copies are available while books cannot be renewed. Materials are checked out on a first come, first serve basis.

Library material in course reserve cannot be recalled or held for individual patrons until removed.

## Fines & Charges

The library uses an overdue fines system to ensure maximum availability of materials. Library charges are submitted to the Accounts Division daily.

Borrowing privileges will be temporarily suspended if library charges exceed EC\$30.00 until those charges have been paid or resolved.

Fines accrue when materials are overdue, and amounts are calculated when material is returned. A reminder notice is sent the day after the due date.

If an item has been claimed by a patron as returned but the library still shows the item checked out under the patron's name, the status is changed to *claimed return*. The library staff will search for it, and if the item is found, it is checked in and related fines are cancelled. If the item is not found within one month, it will be declared lost and the patron will be billed for the cost of the book, shipping and handling and a processing fee.

Overdue book fines are to be calculated for every day that the book is in the possession of the student and absent from the library collection. This includes all holidays and weekends.

Overdue Fine Rates	
General Collection	EC\$3.00 per day
Reserve Collection	EC\$3.00 per hour or part of an hour
Overnight Loan	EC\$3.00 per hour or part of an hour
Journal Collection	EC\$0.50 per day
Recalled Items	EC\$ 3.00 per day

## Library Barcode

Issuance of the first barcode to patrons is free. Patrons will be required to pay a fine of \$25.00(EC) to replace a lost or illegible barcode. This is to cover the cost associated with buying and processing the new barcode

## **Appeal of Library Charges**

You may appeal to the Library Director if you believe the library charges are mistakenly assessed or extenuating circumstances warrant reduction or cancellation of the charges.

A notice of overdue items is sent as a courtesy reminder. Non-receipt of an overdue notice does not exempt you from fines or charges.

### **Reasons generally not regarded as valid for canceling or reducing charges:**

- Lack of knowledge of library policy
- Disagreement with library fine or fee structure
- Inability to pay fees and charges
- Material loaned to a third party
- Non-receipt or late receipt of library reminder notice
- Being off island
- Forgetting, the due date
- Term breaks, illness, leaves, vacations, exams, car problems, etc.

## **Lost or Damaged Library Material**

The borrower is financially responsible for lost, stolen, or damaged library materials and/or equipment. Regardless of whether replacement or payment has been made for an item, library items remain the property of the university. Materials cannot be purchased from the library.

We use the *Medical and Health Care Books and Serials in Print* to determine the replacement cost of Ross University books. At the time of billing an EC\$25.00 processing fee plus shipping and handling is charged for each lost item to cover costs associated with buying and cataloging a new copy.

## **Recalls, Traces, Hold & Phone Renewal**

### **Recalls**

Loaned items may be recalled at any time; the items may be given an earlier due date for the current borrower. The current borrower has at least 7 days of use and will be notified of the adjusted due date by written notice. To avoid overdue charges, return items on time. Late fees will be charged for recalled overdue material.

### **Traces**

Traces are to request items which could not be located within the library and which are not checked out. Library staff will search for the item for 2 weeks and if the item is found, it is placed on hold for 7 days and a pickup notice is sent. If the item is not found the patron will be notified

## **Hold/Reservation**

If an item is not available because it has been checked out, a ***HOLD/RESERVATION*** may be placed on the item at the Circulation Desk. An item with a “hold” request is not ***renewable***.

The patron will be notified when the item has been returned. The item will then be held at the Circulation Desk for 48 hours from the date of the send notice. Thereafter the item will be returned to the shelf.

## **Renewal Information**

You can extend the due date of library materials by calling ext. 124 or in person at the Circulation Desk. Renewals are not accepted for recalled, overdue, course reserves, overnight and items loaned on an exception basis. Renewals may not be allowed if you have reached the maximum renewal limit, or have excessive library charges.

## **Renewal by Phone**

Students may renew their checked-out items by phone. Please call 465-4161, ext. 124

## **Returning Materials**

All borrowed items must be returned to the Circulation Desk.

## **Library Security**

Labels and blue date due cards are security items and users are fined \$25.00 (EC) if they are lost or defaced.

## **Study Rooms Policy**

The Stanley Mark Dennis Veterinary Library has 3 ***group*** study rooms located in the New 24 hour Reading Room. The Library’s Food Drink Policy is valid.

**Group** study rooms are available for two-hour periods. Registration is done at the Circulation Desk. Rooms are not renewable if there are names on a waiting list. Library materials should not be left in rooms but should be returned to re-shelving areas after use.

## **Regulations**

- The library is not responsible for personal belongings left in the rooms.
- If violations are observed, the room privilege may be revoked.
- Floors are cleaned on a regular basis; please dispose of your trash.
- Walls and windows are to be kept clean and free of any postings, etc.

## **Children in the Library**

The presence of children in the library must at all times, be supervised by a responsible adult. Therefore, any damage/destruction to library property will be the responsibility of the parent or person in-charge of the child/children at that point and time.

## **Animals in the Library**

No animals **OF ANY KIND** are allowed in the Library.

## **Access Policy for Visitors**

Only the children/spouses of staff and faculty will be allowed to use the library during non-exam periods, but *not* during the week to or during finals week.

## **Food, Beverage, Confectionery and Tobacco**

For preservation of the collection and to maintain a safe, clean and attractive environment, conducive to studying, the library adheres to a strict food, beverage, confectionery and tobacco policy.

Food, beverages, confectionery and tobacco are *not allowed* in the library.

Drinking water is permitted *ONLY* if a clear, “sip & study” bottle is used.

Mugs are allowed in the library, as long as they are attached to your bag or are in your bag.

## **Use of Cubicles/Tables**

Students are not allowed to claim a table or cubicle and leave their belongings for more than one hour at any given time

After an hour if another student needs that table/cubicle to study, the belongings of said student will be removed by that student or any member of the library staff to the hallway outside the 24 hour Reading Room.

## **Student Material in Library at Closing Time**

Any student property/material left in the library at closing time will be moved to the hallway outside the 24 hour Reading Room.

# LIBRARY HOLDINGS

## **General Collection**

The general collection consists of some 4,000 plus titles, which are arranged by subject and are catalogued using the Library of Congress Classification System. New titles are constantly added to the collection and are placed on shelves marked “*New Books*” for 14 days to facilitate browsing.

## **Journal Collection**

The Library subscribes to 107 journal titles. New issues of journals are placed on the new journal display rack. Older issues are arranged alphabetically by title on the shelves.

## **Reference Collection**

The reference collection consists of 90 – 100 English language titles that are marked with yellow “Ref.” Labels

## **Reserve Collection**

### **Books**

Included are course-based textbooks.

### **Past Examination Papers**

Included are articles and past exams for students to use in the library only. Request these reserve items by instructor’s name, at the Circulation Desk.

### **Paperback Collection**

There is a small collection of paperback novels. The paperback collection operates on a “bring & take” basis.

## SERVICES

### Photocopying

The Student Government Association (SGA) provides self-service photocopying machines for patron use. Copies cost 0.50 cents (EC). Photocopier counters/meters are checked-out and returned to the Circulation Desk. Staff at the Circulation Desk handle all payments and matters pertaining to this service. You will be required to have your Ross ID card to checkout the counter/meter.

### Inter-Library Loan Services (ILL)

Full inter-library loan services are difficult because of our geographic location. However, the library can offer a limited document delivery service, if articles requested are in journals that are *not* in our journal collection. Turn-around time for this service is at least 15 working days or more. Please contact the library staff for more information.

### Reference Services

Librarians will assist users in finding facts and other information on a particular topic and with database searching.

Library users may use the public terminals or OPAC:

1. To search the online catalog to identify and locate items in the library's collection.
2. To gain Internet access to veterinary related web-sites and to the National Library of Medicine (NLM)

## COLLECTION DEVELOPMENT

### Donations of Gift Materials for the Library Collection

The Library welcomes gifts of appropriate books, periodicals and other materials. All gifts are accepted with the understanding that the Library will become the sole owner of the material and may dispose of anything that it does not add to the collection. When requested, gifts will be acknowledged with a brief letter over the signature of the Library Director thanking the donor for his or her interest in the Library.

The Library Director coordinates the examination of gift materials and is responsible for disposition of materials not added to the collections.

## VETERINARY SEARCH ENGINES

A number of Web-accessible databases are available which should be of immediate interest to veterinarians; most are free. For example:

### **Consultant: A Diagnostic Support System for Veterinary Medicine**

<http://www.vet.cornell.edu/consultant/consult.asp>

*CONSULTANT* computer-assisted veterinary diagnostic program, provided through Cornell University's College of Veterinary Medicine will generate a differential list of diseases based on clinical signs entered by the user. The database consists of more than 5,000 diseases of all major domestic animal species.

### **Food Animal Residue Avoidance Database (FARAD)**

<http://www.farad.org>

The FARAD provides valuable information on drug treatment options, withdrawal times, and other information on drugs approved for veterinary use.

### **Tables of Contents**

<http://www.medvet.umontreal.ca/biblio/vetjr.html>

Table of contents for major veterinary journals and conference proceedings are available from the College of Veterinary Medicine, University of Montreal.

### **PUBMED**

<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>

Free MEDLINE search system from the National Library of Medicine. PubMed is a search engine that provides bibliographic database searching.

### **Veterinary Journals Indexed in PubMed**

<http://www.wsulibs.wsu.edu/hsl/vetjmed.htm>

## ONLINE DIRECTORIES

### **NetVet**

<http://netvet.wustl.edu/>

Online directories organize web sites based on a hierarchy of subject categories. For veterinary-related information the best online directory around is the award winning *Net Vet* web site. NetVet actually consists of two related services: NetVet Veterinary Resources, which focuses on Internet sites of veterinary interest, and the Electronic Zoo, which links to all kinds of animal-related sites on the Internet. NetVet's "webmaster" continually monitors the Internet for veterinary-related resources and services, application materials, news and upcoming events, to name a few.

## **AGRICOLA**

<http://www.nal.usda.gov/ag98/>

Comprehensive database produced by the National Agricultural Library (NAL), Beltsville, MD. AGRICOLA contains information about books, journals, and other materials housed at NAL and index to journal articles, reports, book chapter, etc.

## **ELECTRONIC JOURNALS**

1. AVI: Association for Veterinary Informatics Newsletter  
<http://www.avinformatics.org/>
2. VetOnline: The International Journal of Veterinary Medicine Professional Pages  
<http://www.priory.com/vet.htm>
3. JAVMA Online News  
<http://www.avma.org/onlnews/default.asp>
4. Emerging Infectious Diseases  
<http://www.cdc.gov/ncidod/eid/>
5. MMWR: Morbidity and Mortality Weekly Report  
[http://www.cdc.gov/mmwr/mmwr\\_wk.html](http://www.cdc.gov/mmwr/mmwr_wk.html)

## OUTLINE OF LIBRARY OF CONGRESS CLASSIFICATION

<b>Q</b>	<b>Science (General)</b>
<b>QA</b>	<b>Mathematics</b>
<b>QB</b>	<b>Astronomy</b>
<b>QC</b>	<b>Physics</b>
<b>QD</b>	<b>Chemistry</b>
<b>QE</b>	<b>Geology</b>
<b>QH</b>	<b>Natural History (General)</b> <b>Biology (General)</b>
<b>QK</b>	<b>Botany</b>
<b>QL</b>	<b>Zoology</b>
<b>QM</b>	<b>Human Anatomy</b>
<b>QP</b>	<b>Physiology</b>
<b>QR</b>	<b>Microbiology</b>
<b>R</b>	<b>Medicine</b>
<b>RA</b>	<b>Public Aspects of Medicine</b>
<b>RB</b>	<b>Pathology</b>
<b>RC</b>	<b>Internal Medicine</b>
<b>RD</b>	<b>Surgery</b>
<b>RE</b>	<b>Ophthalmology</b>
<b>RF</b>	<b>Otorhinolaryngology</b>
<b>RG</b>	<b>Gynecology and Obstetrics</b>
<b>RJ</b>	<b>Pediatrics</b>
<b>RK</b>	<b>Dentistry</b>
<b>RL</b>	<b>Dermatology</b>
<b>RM</b>	<b>Therapeutics. Pharmacology</b>
<b>RS</b>	<b>Pharmacy and Materia Medica</b>
<b>RT</b>	<b>Nursing</b>
<b>RV</b>	<b>Botanic, Thomsonia, and eclectic Medicine</b>
<b>RX</b>	<b>Homeopathy</b>
<b>RZ</b>	<b>Other systems of medicine</b>
<b>S</b>	<b>Agriculture (General)</b>
<b>SB</b>	<b>Plant culture</b>
<b>SD</b>	<b>Forestry</b>
<b>SF</b>	<b>Animal culture</b>
<b>SH</b>	<b>Aquaculture. Fisheries. Angling</b>
<b>SK</b>	<b>Hunting sports</b>

# RESEARCH GATEWAY

1. Library Catalog
2. Databases

The Stanley Mark Dennis Veterinary library catalog contains records for all the books owned by the Library. You can search the catalog from anywhere on campus.

## Finding Books in the library

If you have the author, title, or subject heading, of a book, you can conduct a search.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Stanley Mark Dennis Veterinary Library OPAC website. The browser's address bar shows the URL <http://207.67.203.70/R50002Staff/Opac/>. The website has a navigation menu with links for Home, Sign In, and Switch Language. Below the navigation menu, there are tabs for Start, Search, Lists, My Account, and Help. The main content area features a search interface with the heading "STANLEY MARK DENNIS VETERINARY LIBRARY" and a sub-heading "Welcome to the Library Catalog!". A search box is present with the text "Begin your search here: Simple Search" and a "Go" button. Below the search box, there is a "Show search options" link. The "Additional Search Types" section includes links for "Browse Search" and "Power Search", each with a brief description of their functionality. A sidebar on the left contains a list of "USEFUL LINKS" such as "Other Libraries", "Ross University St. Kitts", "Medical Dictionary", and "PubMed". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Microsoft O...", "AcquisitionListMay0...", "BACKUP OF IMPORT...", and "EOS.Web OPAC - M...". The system clock indicates the time is 11:51 AM.

## License Databases

**Academic Search Premier** – By far the world's most valuable and most numerous collections of active full text peer-reviewed journals, Academic Search Premier contain indexing for over 8,000 publications, with full text for more than 4,450 of those titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than, 1000 titles. Academic Search Premier contains unmatched full text coverage in biology, chemistry, engineering, physics, psychology, religion & theology, etc.

**AGRICOLA** – contains bibliographical records from the U.S. Department of Agriculture's National Agricultural Library. Coverage for AGRICOLA dates back to 1970 and includes more than 2.5 million citations. The citations are comprised of journal articles, monographs, theses, patents, software, audiovisual materials, and technical reports related to agriculture.

**Animal Production** – Serves as an electronic index to literature. It is very useful in finding articles relating to specific topics and helps to narrow searches and verify citations. Beyond citing articles in academic and scientific journals, it provides abstracts, which summarize the articles. It contains information pertaining mostly to animal management, production and technology. The index contains information dating from 1973.

**Biological & Agricultural Index** – provides access to more than 490,000 citations from agricultural and biological literature. This database indexes articles, reports of meetings, review articles, special supplements, and book reviews, dating from 1983 to present. Subjects covered include animal husbandry, biochemistry, botany, cytology, ecology, entomology, environmental science, fishery science, forestry, food science, genetics, horticulture, microbiology, nutrition, physiology, plant pathology, soil science, veterinary medicine, zoology and much more. Biological & agricultural Index offers coverage of more than 240 periodicals, many of which are peer-reviewed, including a wide range of scientific journals pertaining to biology and agriculture from publishers such as the U.S. Department of Commerce, Animal Reviews, Inc. and American Journal of Botany.

**Biological Abstracts** – is a complete collection of bibliographic references covering life science and biomedical research literature published from more than 4,000 journals internationally. This database provides users with easy access to the latest information in virtually every life science discipline and contains nearly 7.7 million archival records from as far as 1969, with more than 370,000 citations added each year. Most of the records include informative abstracts written by the author.

**CAB Abstracts (1990 to present)** – covers significant research and development literature in the applied life sciences, including agriculture, forestry, human nutrition, veterinary medicine and the environment. Additionally, CAB Abstracts includes molecular biology, genetics, biotechnology, breeding, taxonomy, physiology and other aspects of pure science relating to organisms of agricultural, veterinary or environmental importance. This database now contains over 4.3 million records, dating back to 1990, 95% of which have informative abstracts. All records are comprehensively indexed using CAB Thesaurus, CABI's controlled vocabulary. Source material includes over 9,000 serial publications plus conference proceedings, books, published theses, annual reports, patents and standards. Coverage is international in scope.

**CLIVE** – is computer aided learning in veterinary education. It covers topics such as cell biology and biochemistry, physiology, pathology, animal welfare and clinical studies.

**EBSCOhost Electronic Journal Service** – Full-text electronic journal subscriptions and tables of contents for other journals

**ERIC** – this database was created to assist teachers, administrators and research in gaining immediate access to information from journals included in the Current Index of Journals in Education and Resources in Education Index. ERIC includes full text for more than 2,200 digests along with references for additional information and citation and abstracts from over 1,000 educational and education-related journals.

**INGENTA** - On-line articles from 4500 journals in all fields and abstracts from 20000 journals. Free access to bibliography

**MEDLINE – (1966 to present)** –SilverPlatter MEDLINE is a version of the bibliographic database of the National Library of Medicine (R) (NLM (R)). It is the primary source in the United States for information from the biomedical literature, containing references to articles from more than 3500 journals, and is the computerized counterpart of "[Index Medicus \(R\)](#)," the "[Index to Dental Literature](#)," and the "[International Nursing Index](#)

**Veterinary Science** – It is very useful in finding articles relating to specific topics and helps to narrow searches and verify citations. Beyond citing articles in academic, medical and scientific journals, it provides abstracts, which summarize the articles. It contains information pertaining mostly to veterinary medicine and veterinary science. The index contains information dating from 1973 to current

## STAFF

Library staff includes:

Cheryl Cumberbatch.....	Library Director
Kimbel Jeffers.....	Senior Library Technician
Ermine Cotton.....	Library Assistant
Devin Richardson .....	Library Assistant
Nakita Christian.....	Library Assistant

Please take the time to introduce yourself to our staff. We look forward to working with you and providing a successful educational environment.

## IMPORTANT CONTACT INFORMATION (869) 465 – 4161

<b>Circulation Desk.....</b>	ext. 124
<b>Library Director.....</b>	ext. 126
<b>Technical Services.....</b>	ext. 175
<b>Workroom.....</b>	ext. 125
<b>Comments/Suggestions/Questions – <a href="mailto:ccumberbatch@rossvet.edu.kn">ccumberbatch@rossvet.edu.kn</a></b>	