

LIBRARY GUIDE

The College of Nursing and Allied Health-Nalerigu Library

The College of Nursing and Allied Health-Nalerigu Library holds a growing collection of print and electronic resources in nursing and allied health programs. Also, in the library are computing spaces that will aid in the exploitation of its electronic resources, and an up-to-date OPAC for navigating our print and digital collections.

The mission statement reads: we are committed to the production of quality polyvalent nurses and allied health professionals through up-to-date academic and scientific information training that nurture positive character development, attitudes, superior academic skills, and attainment of full human potential, hence an assurance for the delivery of exceptional care above the clients' expectations for satisfaction and accountability.

Vision statement: a premier department in the institution that is committed to giving timely information and information resources for the advancement of quality in nursing and allied health practice through nursing and allied health education programs that encourage the discovery and application of research/evidence-based knowledge in response to the contemporary health needs of clients.

Library Opening Hours

Weekdays – Monday – Friday: 8:30 am – 10:00 pm

Weekends: Saturday – Sunday: 8:30 am – 4:30 pm

General Regulations:

1. Absolute silence should be maintained in and around the library always, and discussion of any kind is not allowed in the library.
2. No type of refreshment such as food and water should be carried into the library.
3. All readers must leave and enter by the approved route.
4. The use of mobile phones is strictly not allowed. All phones should switch off or put on silence while in the library.

5. Do not charge phones in the library
6. Orderly conduct shall be maintained always in every part of the library.
7. No seat shall be reserved by or for any person. Any seat so reserved shall be cleared by library staff for use by others.
8. Library staff shall inspect any item being brought out of the library.
9. Gowns, raincoats, caps, umbrellas, bags, cases, cameras, tapes, recorders, etc. should be kept at the entrance of the library, at the owner's risk. Readers are advised to carry their money and other valuables along with them. The library has nothing to do with the loss or damage of any personal article.
10. Leave all books consulted on the table
11. Pilfering is not permitted in the library.
12. You can demand from the librarian of any book that you want if its not found on the shelves
13. Firearms and other offensive weapons are not allowed into the Library
14. All borrowed materials are to be returned three days before the end of each semester

CARE OF THE BOOKS

1. No library book or other resources are to be written in/on, soiled, torn, cut, or damaged in any way.
2. Any defect in or damage to a book/ resources before borrowing should be brought to the notice of the library staff.
3. Tracing of any picture or figure from any book /material is forbidden to users.
4. Readers and borrowers will be held responsible for any damage to a book in their care and shall have to pay the cost as deem fit for such damaged books.
5. Any loss of books .be immediately reported, and if the lost book is not found, the borrower shall replace the lost book.

Misplacement And Loss of Books

In case a user declares a book taken from the library as missing, he or she is given grace days of 14 days to recover it. He shall replace the book with its cost.

Registration Of Readers

All readers who wish to borrow books have to produce their student's Identity Cards before they are registered. Registration is valid for the registered programme duration. A reader will be provided with a Borrower's Card which shall be presented at the Circulation Desk whenever a book is borrowed from the library.

Borrowing of Books

The Books readers can borrow from the library are as follows:

Lecturers	– 2 Books
Other Staff	– 2 Books
Students	– 1 Book

Overdue/Lost Books

All borrowers, including members of staff, are subject to fines for overdue books.

1.Any book lost or damaged shall be immediately reported and paid for at the estimated cost or replaced by the borrower if not found after the grace period of 14 days.

Return Of Books

1.Books should be returned to the library on/before the date.

2.Books may be renewed once if not requested by another reader. Renewals cannot be made by telephone.

Book Recommend

It is recommended that student and academic staff suggest books for purchasing. Such recommendations must be made to the Librarian.

Electronic Resources

The library provides access to thousands of e-books on Nursing, Midwifery, Allied Health Sciences in general and a variety of subject areas. Links to these resources are provided at the library button of the collage website.

Organization Of Knowledge

Books are arranged on the shelves according to their respective subjects as defined by the Library of Congress (LC) Classification Scheme. Below is an outline of the Classification Scheme:

A	General Works
AC	Collections
AE	Encyclopedias
AG	Dictionaries
AI	Indexes
AY	Yearbooks,
AZ	History of scholarship
B	Philosophy, Psychology, Religion
B	Philosophy (General)
BC	Logic
BD	Speculative philosophy
BF	Psychology, Parapsychology, Occultism
BJ	Ethics, Social usages, Etiquette

BL	Religions, Mythology
H	Social Sciences
H	General
HA	Statistics
HD	Land, Agriculture, Industry, Labor
HF	Commerce
HM	Sociology
HN	Social history
HQ	Family, Marriage, Women
HV	Social pathology, Social Service, Criminology

K	Law
K	General
KD	United Kingdom and Ireland

L	Education
L	General
LA	History of Education
LB	Theory and practice of education
LC	Special aspects of education

N	Fine Arts
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N	Visual arts (General)
P	Language and Literature
P	Philology and linguistics
PE	English languages
PN	Literature, General literary history and collections, Performing arts
Q	Science
Q	General
QA	Mathematics
QC	Physics
QD	Chemistry
QH	Natural history, Biology
QK	Botany
QL	Zoology
QM	Human Anatomy
QP	Physiology
QR	Microbiology
R	Medicine
R	General
RA	Public aspects of medicine
RB	Pathology
RC	Internal medicine
RD	Surgery

RE	Ophthalmology
RF	Otorhinolaryngology
RG	Gynecology and obstetrics
RJ	Pediatrics
RK	Dentistry
RL	Dermatology
RM	Therapeutics, Pharmacology
RS	Pharmacy, Materia medica
RT	Nursing
RV	Botanic, Thomsonian, eclectic medicine
RX	Homeopathy
RZ	Other systems of medicine

T	Technology
T	General
TR	Photography
TX	Home economics