



MCOM Library Manual

2019-2020

MCOM is committed to the following objectives:

- To determine library requirements by maintaining contact with faculty and students.
- To develop and coordinate a collection that addresses current research needs and future projections.
- To acquire, organize, catalog, and maintain the necessary information of both print and electronic formats, in those areas pertinent to the programs of the College.
- To provide effective and timely access to information not available in the library.
- To develop and maintain an effective service-oriented staff.
- To assist students, faculty, and other library patrons in the retrieval of information.
- To teach information literacy in support of academic work and life-long learning.
- To promote constructive working relationships with other libraries.
- To engage in systematic planning and review of library policies and services.
- To maintain an awareness of developments in library science and information technology and to utilize new technology and systems where feasible.
- To meet the needs of students and faculty to bring Oriental medicine into the foreground of 21st century medicine.

Information Literacy

In a complex and rapidly changing environment, higher education must help students to become information literate. Information literacy enables students to recognize the value of information and use it to make informed choices in their personal, professional, and academic lives. An information literate student effectively accesses, evaluates, organizes, and applies information from a variety of sources and formats in a variety of contexts. Information literacy requires ongoing involvement in learning and in evaluating information so that life-long learning is possible.

The Library is a Member of:

- American Library Association
- Wisconsin Library Association

- Pharmacology (Western) (75)
- Nutraceuticals (food derivatives as treatment) (10)
- Nutrition – All kinds and styles of foods, diet, preparation, and recipes (10)
- Surveys and methods of laboratory testing leading to diagnoses (9)
- Imaging tests of all types – diagnostic findings (19)
- Mayo Clinic books (most have color photo evidence of conditions) (26)
- Eastern philosophy, TCM exam study guides, clinical practice handbooks, case studies, etc. (40)
- Dictionaries (203)

Dictionaries

The dictionary section of the library is unequalled in the number of different Asian languages, including methods of brush-stroke handwriting. Every aspect of Chinese life seems to have a dictionary of terminology attendant to it (Chinese/English and English/Chinese). We are pleased to have over 200 such books in our collection, in Chinese or other Asian languages – books on medicine, the law and professions attendant to it, business engineering, education, resources, forestry, religions, manufacturing, computers, and more.

There are dictionaries converting terminology into English from Chinese, Tibetan, Indian, Russian, Laotian, and Korean; methods of teaching and learning these languages are part of most of these dictionaries.

Library Services

The librarian can assist patrons in:

- Searching for materials in our physical space (books, journals, newsletters, etc.).
- Use of copiers, printers, and the EBSCO medical journal database.
- Authenticity verification checks for sources of information received on the internet.
- Determining the validity of materials obtained from any venue.

Along with the customary library services of reference, referral, circulation, photocopying and computer assistance, the librarians can also provide research orientation classes (which can include instruction on avoiding plagiarism, citation technique, computer and Microsoft Office Suite processes); #360 and #460 Independent Paper instructions, and advanced research methodology – incorporating electronic database resources. Other services available at the campus libraries include interlibrary loans, document delivery, bibliographic verification, and customized

- Our students are required to present their student ID card, complete with picture, when checking out library materials, and must PRINT their name on the library book card (to ensure legibility). The librarian or other library staff member will fill in the due date.
- Lost ID cards or a change of address or phone number should be reported to the administration office as soon as possible.
- All items in the library may be borrowed except reference materials (which includes all serials).
- Books are checked out for a two-week period.
- Lost or damaged books are charged the price of replacement, plus 50% service charge.
- Textbooks are purchased by the individual student – the library copy is not a substitute for purchasing the textbook.
- For guest library users, all of the above rules apply, with the exception that a current driver license (with photo) must be submitted at the circulation desk.
- All books checked out from libraries other than MCOM must be returned to the site of the library lending them to you unless it was borrowed through an interlibrary loan that originated from the MCOM library. If the book was obtained from the MCOM library it must be returned there. Renewal requests must also be directed to the MCOM librarian before the due date of interlibrary loaned books.
- Until all overdue library books are returned (or paid for), financial aid disbursement checks may be held by the office, grades may be withheld, and you will not be able to graduate. Borrowing privileges may also be revoked until overdue books are returned or damaged books are replaced.

Library Policy

- Overdue books are fined at the rate of 50 cents per day. Books lost or damaged will be charged at 150% of replacement cost. Fines are payable when billed. All books must be returned by the last day of the term.
- If the fines are not paid by the end of the quarter in which they occurred, library privileges will be suspended and class grades withheld.
- No journals may be removed from the library premises. However, copies of articles may be made with a limit of ten pages per journal, and no multiple copies made of these articles. All reference books must be used within the library premises.
- If you would like to borrow a book from either library, you may fill out a College interlibrary request form for the book to be circulated from either campus.

expect instruction on various activities, like introduction to Boolean searching techniques, or the assessment of a website as a credible reference, that will enhance their level of information literacy. The librarian provides research guidance by individual appointment or in classroom presentations. It is the intent of the librarians to provide individual research coaching for the student, at any level, beginning with learning the mechanics of basic research orientation and ranging to the application of objective, clinical research methodology. As in the study and application of TCM, the researcher reaps the benefits of both traditional and modern research tools and practices.