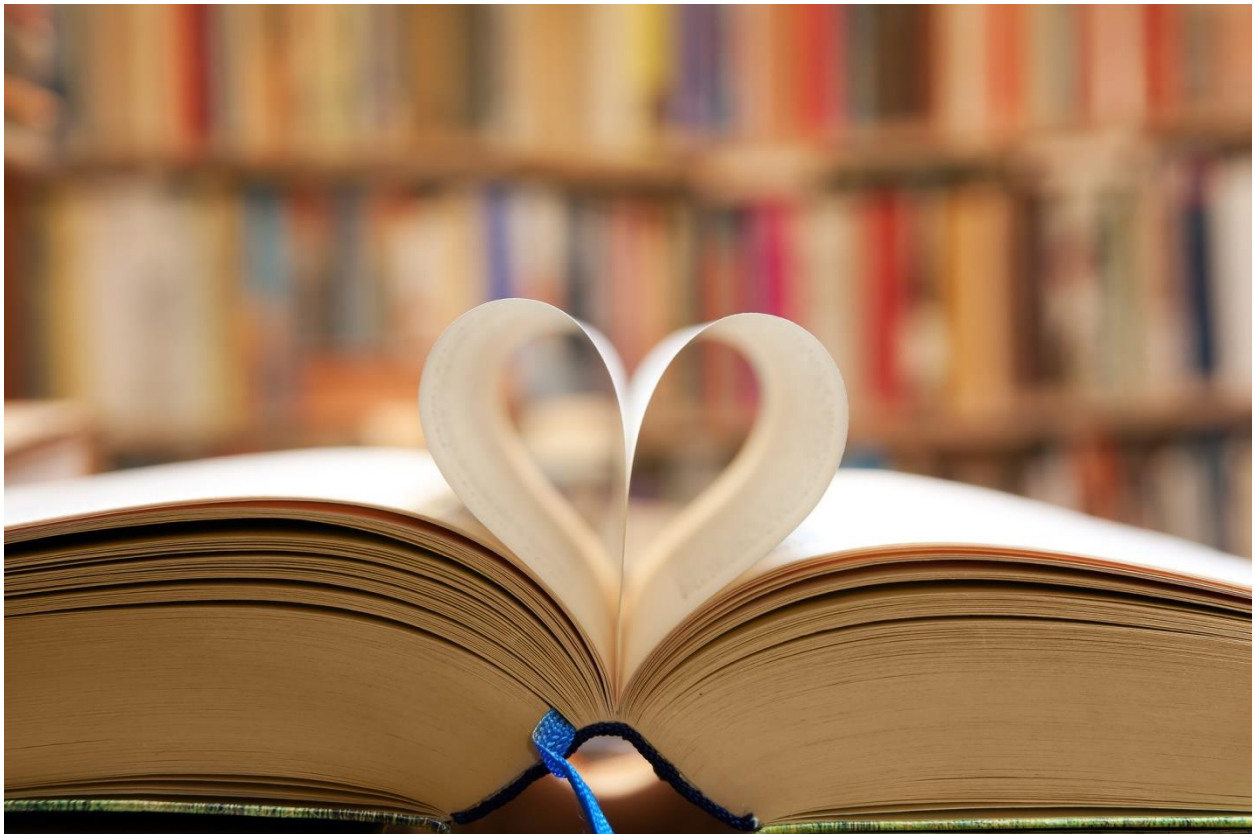


Midwest College of Oriental Medicine
Library Manual 2022-2023



Mission Statement

The mission of the Midwest College of Oriental Medicine's library is to identify and provide the information and library resources needed by the members of our College community in their study, research, public service, and professional development; to instruct and assist in the use of library resources; and to share in the development and implementation of our College's educational programs.

Skokie Campus: Michelle Kopteros, Research Librarian

Ms. Kopteros graduated from the University of Maine (Presque Isle) in 1987, with a Bachelor of Liberal Studies. In 1996 she graduated from Dominican University (Rosary College), with a Master of Library and Information Science (M.L.I.S.) degree.

Michelle has worked in numerous libraries, including the University of Minnesota -Wilson Library, the University of Maine, American Hospital Association Resource Center, River Forest Public Library, and Concordia University. She has worked in a variety of library environments: academic, public, and medical; and in diverse capacities, including reference librarian, interlibrary-loan and access librarian, cataloguer, branch-manager librarian, and coordinator of document delivery.

Racine Campus: John Ballarini, Librarian

John Ballarini graduated in 1967 from Dominican College (Racine) with a Bachelor of Science in Chemistry. In 1977, he graduated from Marquette University with a Master of Science in Synthetic Organic Chemistry and later from Guangzhou University of Traditional Chinese Medicine in 2001 with a Doctor of Philosophy. John worked closely with the College former librarian Ms. Evelyn Schleper in the establishment of the library in 1996. He remained her assistant until her passing.

He was instrumental in bringing the Concourse and Atrium library software on line and has worked to improve both the library systems and the library space since that time. He is presently assisting students with their reference searches for class and major papers.

Racine Campus Library

Our library in Racine is an ocean of shelves (floor to ceiling) filled almost to capacity. An elongated island of three tiers (two-sided) of colorfully bound reference books is our centerpiece which separates the tables and chairs used for research, studying, and the use of lap-top computers. The library is 1000 sq. ft. which includes the collection and library office. A large bay window brings the sun into our lives, and the view of neighboring lawn and trees demonstrate eloquently the "Four Seasons of Wisconsin Living."

Skokie Campus Library

Our library in Skokie is located at 8950 Gross Point Rd. Skokie, Illinois. The library is approximately 1000 sqft. Books are arranged according to the Dewey Decimal classification system. The room nearest the circulation/reference desk houses the Reference and Special Collections (History Paper Collection, AV Collection, Faculty Collection, etc. Library rooms are available during staffed hours or by appointment; they are secured at other times.

Midwest College is committed to the following library 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:

Library Council of Southeastern Wisconsin

American Library Association

Wisconsin Library Association

Consortium of Academic and Research Libraries in Illinois

Wisconsin Catholic Library Association

Association of Jewish Libraries

Medical Library Association Reaching Across Illinois Library System (RAILS)

Illinois Library and Information Network (ILLINET) participant

Library Services (mcomlibraryresources.com)

Inter-library loans can be obtained from almost all libraries, especially academic and public which participate in lending across the globe. This allows all students and personnel of the member organizations use of materials available in the library of each member organization, college, university, or member business or special interest organization. The library collection of each member organization is available ONLINE, enabling each user to be certain of the availability of the materials desired.

Another resource which is provided beyond the school's hours-of-operation includes Midwest College's OPAC (online public access catalog) found at midwestcollegelibrary.com/opac/mcom/.

The OPAC enables researchers to review the school's entire book inventory. OPAC users can also request holds on book titles; create reading lists (bibliographies); and conduct topical, title, author, or call number (shelf-browse) searches. The OPAC posts research information and database links. Researchers can link back to the OPAC from both database vendor websites.

Midwest College's library collections include books on:

Religions of the world

Spirituality / Holistic Medicine

Ancient arts of fortune prognostication, including tarot readings, Feng Shui, and astrology

Basic books on Oriental Medicine

Acupuncture and moxibustion

Exercise (Kung Fu, Tai Chi Chu'an, martial arts)

Meditation and Yoga

Medicine – all types and their histories

Herbs and Herbal Decoctions

Nutrition

Chinese Medicine

Korean Medicine

Other types of alternative and complementary medicine

Western Medicine – and all the ramifications of its usage and treatment

Imaging and laboratory tests used in diagnosis

Anatomy, physiology, pathology (Western and Oriental)

Pharmacology (Western)

Nutraceuticals (food derivatives as treatment)

Nutrition – All kinds and styles of foods, diet, preparation, and recipes

Surveys and methods of laboratory testing leading to diagnoses

Imaging tests of all types – diagnostic findings

Forty Mayo Clinic books (most have color photo evidence of conditions)

Eastern philosophy, TCM exam study guides, clinical practice handbooks, case studies, etc.

Dictionaries

The dictionary section of the library is unequalled in the area of Chinese and its unique languages and 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 – books on medicine, the law and professions attendant to it; business engineering, education, resources, forestry, water, religions, manufacturing, computers, and more.

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

Library Services

The library staff can assist patrons in:

Searching for materials in our physical space (i.e. books, journals, newsletters, etc.)

Use of copiers, printers, and the mcomlibraryservices.com

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, photocopy 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 orientations, and advanced research methodology – incorporating electronic database resources. Other services available at the campus libraries include: interlibrary loan, document delivery, bibliographic verification, and customized information alerts. Benefiting from resource-sharing agreements with regional (RAILS) and through state-wide (Illinet) consortiums, the Chicago campus library can acquire resources from other research libraries at minimum cost to the researcher. The library strives to impart information literacy among all school community participants – whether an individual is seeking information to meet curricular requirements, or, an individual is preparing to contribute to the professional research realm of applied TCM.

Library Conduct

For the purpose of safety and security of all patrons and the property of the Midwest College:

No food can be brought into the library.

No cell phone talking

Soft drinks, if properly capped, may be used at the tables

A quiet study atmosphere should be maintained, except when a designated group discussion is scheduled.

Disruptive behavior, of any kind, will not be tolerated, especially in the presence of those who are studying or taking tests.

No small, unattended children are allowed in the library.

Penalties for vandalism or theft of library property will be enforced.

Library privileges may be denied to anyone who violates the rules and regulations of the library or school.

There is no “dress code” for students or teachers, but we expect patrons and/or students to be modest, clean, and wearing shoes, when using the library and its facilities.

To check out library materials, the following are required:

- Student ID card with photo
- To renew library books, a renewal request must be placed by the due date; recalled books cannot be renewed

Request books by phone or in person. If not reserved or checked out, the patron may request material to be held at the circulation desk until the following Saturday. If not picked up by that Saturday, books will be returned to the shelves or circulated.

A list of library circulating and reference books, journals, and other serials may be viewed online at our website: < <http://www.midwestcollegelibrary.com/opac/mcom/>>. Search by author, title, or subject to view this data online.

Student Circulation Policies

Our college 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.

A book search of our collection can be accomplished on our website:

<<http://www.midwestcollegelibrary.com/opac/mcom/>>. Access "Display," search by title, author, or subject. If a book is "in," it can be placed "on reserve" for up to seven days.

Lost or "abused" 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.

To renew any library materials, place the renewal request before or by the due date; recalled books cannot be considered for renewal.

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 Midwest College must be returned to the site of the library lending them to you unless it was borrowed through interlibrary loan that originated from the MCOM library. If the book was gotten 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 books are returned. 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 10 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 and the book can be circulated from either campus.

Copyright Policy

Many of the resources that you find on the Internet and in our library are copyright protected. The U.S. Copyright Act, 17 USC §§101-801, gives the owner of the copyright exclusive right to reproduction, distribution, sales, performance and public display to the copyrighted work. You may use all or part of a copyrighted work IF YOU HAVE THE OWNER'S PERMISSION or your use falls under a legal exemption. Check the documents you are viewing for appropriate statements indicating copyright ownership and what the person or entity holding the rights is asserting. It is your responsibility to respect all copyright laws.

Plagiarism Policy

Presenting someone else's work as your own, whether intentional or not, is PLAGIARISM. Anytime the original thoughts, words or pictures are not yours, you must give credit to the original source by showing exactly where you found the material. This is called citing, or documenting, the source. Both DIRECT QUOTES and PARAPHRASES must be documented. If you plagiarize material, as in the action of "copy and paste" from the web, you will receive an "F" and you must repeat and pay for the course. 9

Research

As in other disciplines of applied science, research is an integral part of medicine. Although the principles and techniques of TCM were developed in ancient days - successive ideas and applications are being discovered as practitioners face the evolution of new and transmuting diseases. Additional knowledge is also being gained as the profession of TCM joins forces with Western medicine. Through this bridge valuable information is being transferred and incorporated – initiating the development of new medical knowledge. As evidenced by the abundance of funded research opportunities, which are available for practitioners of TCM, the application and knowledge of TCM is highly needed and encouraged.

The library provides research guidance, tools, and materials to all members of the MCOM community. Assistance is available for a wide range of research intents – from the specific needs of a “life-long learner”; the student looking for resources to complete an independent paper; or a researcher conducting a literature review for a thesis statement. The library provides both traditional and electronic resources and research tools. Students can expect to learn how to navigate the “digital divide” and apply the same research techniques regardless of the type of information environment that they may later encounter.

The both member of the library staff at each campus can provide electronic research classes that explain full-text, abstract-level, or bibliographic-level information retrieval. Information literacy is engaged in exercises that require the articulation of research questions, selection of resources (kinds, extent, etc.), and in the selection and application of research tools. Students can 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 library staff provides research guidance by (both) 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.

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Alternative Medicine 105

Herbs 258

Chinese Herbs 151

Pathology 57

Cancer 72

Cancer Treatments 33

Gynecology 41

Pediatrics 42

HIV 14

AIDS 28

Sciences 115