

Policy: **EAHM Virtual Library Services**

Code: **08LR04**

Reviewed/ Revised: **15/02/2022**

Date of Next Review: **February 2024**

Policy Owner: **Senior Librarians**

Target audience: **Faculty, Library users**

PURPOSE:

The Library proactively adopts appropriate technologies to ensure that the demands for seamless and timely delivery of virtual library services are met and match the wide range of informational, instructional, and user needs of the EAHM Academic community in addition to providing some form of direct user access to library staff.

SCOPE:

The policy covers all virtual Library services and collections currently offered.

DEFINITIONS:

N/A

POLICY STATEMENT:

The following practices have been implemented to ensure easy access to library services remotely and raise awareness of the existence of these services.

1. Digital Resources- The EAHM Library has over 40 searchable online databases featuring scholarly articles, electronic books, reports, market research data and so much more in a variety of subjects, accessible through individual logins to OpenAthens.
2. Library Materials – The EAHM students and faculty have access to thousands of items within the EAHM Library, which can be requested and sent to a student's or faculty member's convenient pick-up location. The EAHM library has a searchable catalogue (Liberty) and dissertations repository accessible on the Library's page via Moodle.
3. Online Research Guides and Video Tutorials - A collection of Libguides and video tutorials is hosted on the Library's Moodle page and EAHM Libguides to help students navigate the library's online subscription databases as well as freely accessible resources. The aim of these guides is to help students succeed in their research assignments and are updated periodically.
4. Reference and Research Help - The librarians are also available through a variety of communication channels to help students and faculty with their research and publishing needs.
5. Information Literacy Training- In light of the proliferation of fake news and misinformation, the librarians collaborate with some faculty members, to remotely deliver training for students on how to responsibly obtain, evaluate, interpret, use and communicate information (with integrity) for academic purposes.

RESPONSIBILITY:

The Library staff are responsible for ensuring that all library members understand and implement the policy as written. The Library staff are responsible for ensuring that the policy is up to date and that it is reviewed according to the agreed schedule.

IMPLEMENTATION OF THE POLICY:

All current library staff members are authorized to implement the policy, granting or denying access as described. When someone complains about their non-eligible or limited status, or when a case is ambiguous, the Dean will decide and will explain the reason for the decision to the individual in question.

ASSOCIATED DOCUMENTS:

- 08LR03 Library Loan Rules

MENTIONS:

N/A

DATE OF NEXT REVIEW:

This document should be reviewed by **February 2024**.

POLICY APPROVALS RECORD

Policy Name:	EAHM Virtual Library Services	
Policy Code:	08LR04	Formerly: EA/LIB/004
Date of first approval:	18/08/2020	

Reviewed/ Updated	Details of Amendment
23/11/2020	