

Utah Association of Medical Staff Services

Policy/Procedure Name: Lending Library	Index: UAMSS-008
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Purpose:


To promote accessibility of current best practice manuals and encourage growth in our field of expertise.

Goals:

When financially feasible, the board will purchase a new book for the lending library.

Procedure:

1. The member will send a request to the President-Elect requesting to check out lending library materials.
2. The President Elect will create and email a lending library agreement form, from a template, specific to the material.
3. Once the form is signed and returned and the membership confirmed, the board member will send the material out as per the agreement.
4. Materials are lent on a first come, first serve basis. Items are subject to availability and may require a lending fee.
5. Materials are due in no more than 60 days. Exceptions will be considered on a case-by-case basis.
6. The President Elect will maintain a record of all lending library agreements.
7. If the material is not returned within the designated timeframe then the President Elect will send an email reminder including a final deadline that may include a late fee (as determined by the agreement.)
8. If the material is lost or not returned the member will be responsible to cover current market price or replace the material.

Policy Cross Reference:	
Revision and/or Replacement Date(s): 11.17.2016; 10.5.2018	
Original Approval Date: 04.01.2015 by Rachel Smith, CPCS, 2015 UAMSS President	
Approved by:  Jeff Carter, CPCS, 2018 UAMSS President	Date Approved: <i>10/5/18</i>