

*After-Hours Access Policy
Lister Hill Library at University Hospital*

The Lister Hill Library at University Hospital supports the clinical activities of health care providers at UAB. The library will be accessible after regular operating hours *upon request and by approval of library staff* to **individuals having ongoing patient care responsibilities at University Hospital**, including the following:

- **Physicians**
- **House Staff**
- **Nurses**
- **Other personnel who work night shifts *and* whose duties require access to knowledge-based resources**
- **Third- and fourth-year medical students on clinical rotation**

*After-Hours Access Procedure
Lister Hill Library at University Hospital*

- Individuals may request after-hours access by completing a written application. Library staff will approve requests based on stated criteria, and arrange for input into the security system.
- Each individual will be responsible for the security of his/her access card. Each applicant must submit a signed copy of the use guidelines to indicate knowledge and acceptance. *Misuse of after-hours access privileges will result in loss of those privileges.*
- The library premises will be continuously monitored by a security camera, and reports will be generated on after-hours access as necessary.

***PLEASE RETURN COMPLETED APPLICATION TO WP P235
(2nd Floor, West Pavilion, UAB Hospital)***

THANK YOU.

**GUIDELINES FOR AFTER-HOURS USE OF
LISTER HILL LIBRARY AT UNIVERSITY HOSPITAL
WP P235, 2nd Floor West Pavilion**

Please read the following information carefully:

- After-hours access is available to support patient care, and is extended only to individuals whose direct patient-care responsibilities require 24-hour access to knowledge-based resources. *Individuals who do not meet this requirement should not be present in the LHL@UH when the library is closed.*
- Each individual is responsible for the security of his/her access card.
- Each individual is responsible for firmly closing the door behind him/her upon entering and leaving the library.
- Individuals must not open the doors for others. Each person entering the library after hours must use his/her access card to enter.
- Individuals must not remove materials from the LHL@UH without authorization from library staff, as this constitutes theft of state property.
- The library is monitored by video camera 24 hours a day
- Abuse of the privilege of after-hours access will result in its termination.

I have read, understood, and agree to abide by the rules listed above.

Signature: _____ Date: _____

Please Print Your Name: _____

Status (complete a OR b OR c):

a. ___3rd Yr SOM ___4th Yr SOM ___Resident ___Fellow ___Faculty ___Other _____

b. Staff (describe): _____ Supervisor: _____

c. Nurse: FT or PT Shift: _____ Supervisor: _____

School/Department: _____

Badge number (on back of card at bottom, starts with 4* and ends with -E) _____

OFFICE USE ONLY

Date submitted: _____ Initials: _____