

# CHICA - EASTERN ONTARIO

A Chapter of the  
Community and Hospital Infection Control Association - Canada

## POLICIES & PROCEDURES

**SECTION:** CHAPTER Education  
**SUBJECT:** LIBRARY  
**ORIGINATED:** March 1991  
**APPROVED:** Executive 01/11/06

**NUMBER:** 5.5  
**PAGE:** 1 of 1  
**REVISED:** Jan 01, Nov 02, Sept. 04, Nov 06

---

### 1. PHILOSOPHY

Maintaining a library of resources assists members to share resources that may not otherwise be available.

### 2. PURPOSE

- 2.1 To assist individual members in the development of their own Infection Control Program.
- 2.2 To identify and compile infection control measures that have proven effective in specific areas of concern, and standards that maintain quality assurance.
- 2.3 To assist individual members in problem solving.

### 3. POLICY

- 3.1 The library will contain articles for loan to Chapter members.
- 3.2 The Past President will assume responsibility for the library, and keep membership informed at each meeting of new and/or interesting items which may be brought to the meeting.
- 3.3 Material in the current file that is 5 years old (3 years for conference material) will be delisted on the approval of the executive.
- 3.4 The Table of Contents will be updated and a copy sent to the Secretary to send out to the members, and to the Webmaster to update the Webpage in January.
- 3.5 The Past President will establish a binder and collect reports submitted by Chapter members as part of their fulfillment for the Educational Funding Award, as applicable.

### 4. PROCEDURES

#### 4.1 Purchasing/acquiring new material

- a) Past President will research available materials.
- b) Chapter members may submit suggestions to Past President.
- c) A minimum of two (2) members of the executive will make the final decision on purchase. An expert from a related field will be consulted as necessary.
- d) Donated material may be accepted at the discretion of the Past-president.
- e) Members attending National Conference will collate a binder of information for placement in the Library.

#### 4.2 Borrowing material

- a) The content of the library will be posted on the Chapter web page under "Lending Library". (see also 3.4)
- b) Items may be borrowed from one Chapter meeting until the next if no other member wishes them before.
- c) Material must be requested, either verbally or by email, from the past president who will bring the item to the next meeting. Materials will be signed out on the Library cards.
- d) The Past president must be notified when an article is passed from member to member directly.
- e) Borrower is responsible for returning the item to the Past President before or at the next meeting, even if they are unable to attend the meeting.

#### 4.3 Maintenance of the Library:

- a) Maintain inventory of material and inform members of any overdue material.
- b) Remove miscellaneous items not on Library list.
- c) Update master list when items are added or removed & send copy to Webmaster.
- d) Check cards for borrowed items and remind borrower just before next meeting to return item.

#### 4.4 De-listing Material from the Library:

- a) Material eligible for de-listing will be presented to the executive at the September meeting for review and a decision made, whether to keep it the library, transfer it to the archival file or offer it members.
- b) An approved list of material to be transferred to members will be made and circulated to the membership. Members may request an item before or at the November meeting, where it will be displayed for pick up.
- c) Award submissions will be kept in the Library for one year and then transferred to Archives.

### 5. REFERENCE

CHICA-EO Terms of Reference