The Devereux Professional Library is an information retrieval center that is available to all staff. Because it is not possible to house a large number of resources, we supplement our collection by subscribing to some of the same technical systems to identify and retrieve information as large, research libraries. The research-oriented library collection is particularly strong in mental health and behavioral healthcare resources. Our collection also has resources in the areas of organizational behavior management, human resources, professional training, and special education.

Our policy is to support all staff with their information needs, but the library's highest priority will be given to requests by clinicians and staff directly serving Devereux clients in order to promote excellence in patient care, professional training, teaching, research and decision-making.

### SERVICES:

- Two professional librarians are on hand to answer reference questions and to perform computer searches. Computers are also available for patron use.

- Through participation in the DOCLINE and OCLC interlibrary loan networks, nearly any published document not owned by the Library can quickly be obtained.

- Alerting services are available for patrons who would like to keep abreast of the literature on a particular topic.

- Devereux staff are encouraged to contact the library via any means (using our online forms, e-mail, telephone, fax, inter-office mail) to take advantage of the following services:

  - **Online Search Services** - Requests can be submitted to the library for literature searches in licensed professional electronic databases. Requests are kept confidential.

  - **Library Loans And Document Delivery Services** - Books, journal articles and various published documents that we do not own can be retrieved for patrons through these services.
Our collection contains nearly 4,000 books and thousands of print journal issues. The Library’s web site and online catalog are available on our intranet. In addition to in-house materials to fulfill information and search requests, our librarians utilize the following licensed databases: PsycINFO, ERIC, Buros Mental Measurements Yearbook, Medline, EBSCO Psychology and Behavioral Sciences Collection & EBSCO Professional Development Collection.

**FORMS:**

Library forms that are used to request services and informational material are available in the library, through email and on the library’s intranet page. http://intranet/Library

- **Registration Form** - We request that all library users first fill out a Registration Form. *(For new library users - One time only)*

- **Library Loan Agreement Form** - We request that all patrons borrowing books, from our collection or through interlibrary loan, complete a Library Loan Agreement Form. *(One time only)*

- **Library Loan Form** - Patrons can request items (books, articles) via the Library Loan Form.

- **Literature Search Request Form** - Patrons can use this form to request a librarian mediated literature search.

**BOOK COLLECTION:**

*Borrowing Privileges for Books* - The circulation period is four weeks with one renewal period of four weeks. It is requested that items be returned when they are due so that other staff may use them.

*Lost/Damaged Books* – If books are lost or damaged replacement books or materials will not be accepted. After a reasonable grace period, borrowers will be charged the cost of replacement, i.e., the price of the item plus a $20.00 cataloging/processing fee for materials that are lost or damaged beyond repair. If the material is no longer in print and the Library is unable to replace it, a flat fee of $50.00 will be charged to cover the cost of comparable replacement materials, plus the $20.00 processing fee.