



General Shu-Ping Tsao Library

Student Orientation Guide

E-mail: library@thsu.edu

Website: <https://www.thsu.edu/general-shu-ping-tsao-library/>

The General Shu-Ping Tsao Memorial Library was dedicated by Texas Health and Science University (THSU) staff and students in April of 2003. The library is open from 8:30am to 5:00pm and is housed in the rear of the building. The Library is proud to offer an extensive collection of research and learning materials. In addition to thousands of volumes dealing with a variety of health, science, and Traditional Chinese Medicine topics, the library also offers access to a large collection of periodicals, DVDs, and Chinese language materials. Our library takes particular pride in its collection of Traditional Chinese Medicine (TCM) journals from China, covering the period from 1982 to present.

The library has more than 5,000 volumes covering three main areas of interest: the Chinese language collection houses over 900 titles in Chinese plus an exclusive collection of notes and journals. The main English language collection principally covers medical and scientific topics. Its subject areas include acupuncture, oriental medicine, herbology, biomedicine, psychology and Western medicine. The third area of the library is the business science collection.



To better serve our students, the library is committed to continually upgrading online access to our electronic resources. The library offers access to over 9,000 full-text electronic journals. All search results provide at least the index and abstracts of the articles. Students are welcome to access these resources through the library databases page on the THSU website. The library also offers access to a collection of eBooks. Students can read these books online and download chapters to read offline. Library patrons are also invited to use a small computer lab immediately inside the main library, which includes acupuncture simulators and a suite of internet resources for learning Mandarin Chinese.

Students are required to attend a library orientation at the start of the program and are provided with this handbook detailing the library services at that time. Students may use the library computers for homework and printing. Copying, scanning, laminating and printing services are also available for a small fee in the library. The General Shu-Ping Tsao Library is a member of the National Network of Libraries of Medicine and is able to share resources with other member libraries. THSU also has interlibrary loan agreements with the J.E. and L.E. Maybee Library at the University of the Incarnate Word in San Antonio, and also with the University of Texas.

General Shu-Ping Tsao Library

Policies and Fee Schedules

The General Shu-Ping Tsao Library is open Monday through Friday from 8:30am – 5:30pm. The Library is open to THSU students, faculty, and alumni.

Checkout Policies:

- Students may check out any non-color-coded books for increments of two (2) weeks.
- Students may renew books provided that there are no reserve requests for these books.
- Students may renew study guide books no more than five (5) times (a total of 15 days).
- Students and faculty may renew books online by e-mailing the library staff.
- Students may check out **Red**-labeled study material books for three (3) day periods.
- Students may check out DVD's and CD's from the reference shelves for a 7-day period.
- Faculty may check out media equipment while the library is open.
- Students may not check out periodicals and media equipment.
- Students may not check out any **Blue**-labeled reference books at any time.
- Faculty books are labeled **Green** and may be checked out for the trimester only by faculty.
- Faculty may request a book be labeled **Green** for their exclusive use.
- Students may check out a **Green**-labeled book overnight with librarian permission.
- Alumni may make use of all in-library resources but may not check out materials overnight.

Reservation Policy:

- Students may request a book be put on reserve by the librarian at any time. Requesting student will have to wait for the book to be returned by the current user. However, the current user will not be permitted to renew the book once a reserve request has been submitted.
- Students turning in a book late that has a reserve request pending will be charged at a higher rate for overdue fees.

End of Term/Program Policy:

- ALL materials **must** be returned to the library by the last day of the trimester.
- Library patrons will receive written notification if they have overdue books and library fines.
- The librarian may approve a between-trimester check out on a case-by-case basis, but the book must be checked in by the last day of the trimester and then checked out again.
- Students must turn in all library books and pay all library fees before being eligible to graduate from any THSU program.

Overdue Book Fees

Reason for Charges	Charge	Increment
Overdue Book	¢.10	Per Day
Reserved & Overdue	¢.25	Per Day

Printing and Copying Rates

Item	Cost	Comment
Black and White Copies	¢.10 per impression <i>(first five free)</i>	A double-sided copy would cost ¢.20 for the sheet.
Color Copies	¢.20 per impression	A double-sided copy would cost ¢.40 for the sheet.
Lamination - Half Sheet	¢.10	Ask the Library staff to assist
Lamination - Full Sheet	¢.20	Ask the Library staff to assist

Damaged Book Repair Fees

Damaged Book	Repair Cost	Comment
Minor Spine Damage	\$3.00	No pages loose or Missing
Major Spine Damage	\$10.00	Pages loose but present
Page Tear Partial	\$1.00	Torn but not separated
Page Tear Complete	\$3.00	Separated but present
Pages have fallen Out	\$10.00	No Pages Missing
Missing Pages	\$15.00	Pages completely removed
Missing Pages	Cost of Replacement	
Torn Cover	\$5.00	Torn but not detached
Torn Cover	\$7.00	Torn but have pieces
Torn Cover	\$10.00	Torn Cover- Pieces Missing
Marked Pages	\$3.00	Pencil Markings
Marked Pages	Cost of Replacement	Highlighters and Other Non-Removable markings.
Water Damage	\$5.00 - To Be Determined	If damage is minimal and can be dried appropriately.
Other Damage	To be Determined	To Be Determined

Databases

Subscription Databases

https://www.thsu.edu/db_resources/

ABI/INFORM Global -- ProQuest

This massive business database quickly connects users with more of the information that they need to conduct research, including scholarly and trade journals, news, dissertations, working papers, reports, and more.

This database is accessible through your [Orbund login](#).

Alt-Health Watch -- EBSCO host

This database focuses on the many perspectives of complementary, holistic and integrated approaches to health care and wellness. It offers libraries full text articles for more than 180 international, and often peer-reviewed journals and reports. In addition, there are hundreds of pamphlets, booklets, special reports, original research and book excerpts. *Alt-Health Watch* provides in-depth coverage across the full spectrum of subject areas covered by complementary and alternative medicine. This database features indexing and abstracts going back as far as 1984, and full text going back as far as 1990.

This database is accessible through your [Orbund login](#).

Health Research Premium Collection -- ProQuest

This database provides access to the latest medical information essential for medical students and researchers. Health Research Premium Collection offers a central access point to a variety of essential medical content.

This database is accessible through your [Orbund login](#).

Medline with Full Text -- EBSCO host

MEDLINE with Full Text provides the authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, and pre-clinical sciences found on *MEDLINE*, plus the database provides full text for more than 1,470 journals indexed in *MEDLINE*. Of those, nearly 1,450 have cover-to-cover indexing in *MEDLINE*. And of those, 558 are not found with full text in any version of *Academic Search*, *Health Source* or *Biomedical Reference Collection*.

This database is accessible through your [Orbund login](#).

Open Access Databases

[Consumer Health Complete \(CHC\)](#) Covers all areas of health and wellness

[Health Reference Center - Academic](#) A one-stop, full-service resource for health-related research

[Health Source: Consumer Edition](#) Authoritative health-related information

[Health Source: Nursing/Academic](#) Full-text journals with strong coverage of nursing and allied health topics

[MEDLINE](#) Citations to journals on medicine, nursing, dentistry, and veterinary medicine

[National Library of Medicine](#) Consumer health information resources including MedlinePlus

[Natural & Alternative Treatments \(NAT\)](#) Complementary and alternative medicine information for the consumer-health research

[Go Pub Med](#): A knowledge-based search engine for biomedical texts

eBooks

Electronic Books

<https://www.thsu.edu/ebooks/>

The General Shu-Ping Tsao Library recognizes the growing demand for digital library resources and currently provides access to a wealth of resources through the library website. These digital resources provide the additional advantages of superior mobility, transferability, and usability. With a diverse international student population working and studying in widely dispersed geographic locations, it is essential for the THSU Library to provide digital resources online. The General Shu-Ping Tsao Library now provides access to a collection of eBooks available online from EBSCO eBooks.

EBSCO offers more than one million high-quality e-book titles and over 70,000 audiobooks from more than 1,500 major academic publishers and university presses from around the world. EBSCO makes it easy to build a collection from a growing selection of best-selling, front-listed and award-winning titles supporting academic libraries, school libraries, public libraries, medical, government and corporate institutions.

The great advantage of electronic over printed books lies in their distribution: where a printed book can only be loaned to one library patron at one library location, an electronic book can be distributed to many library patrons at many library locations. Any electronic books in the library eBook collection can now be read by all patrons at any time and place.

The library eBooks can be accessed by selecting the eBook link located in the General Information column on the right side of the Orbund student portal: simply login to Orbund at <https://thsu.orbund.com/einstein-freshair/> and select the 'eBooks' link from the shortcuts column on the right side of the main page. The eBooks can be found either by inputting a search query into the search bar at the top of the page or by selecting 'View All' to browse the book at the middle of the page.

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COPYRIGHT OBSERVATION POLICY

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NLM - THSU Joint Copyright Information

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External Links: THSU may provide links to other Internet sites only for the convenience of World Wide Web users. Neither THSU nor the NLM are responsible for the availability or content of these external sites, nor does THSU endorse, warrant or guarantee the products, services or information described or offered at these other Internet sites. It is the responsibility of the user to examine the copyright and licensing restrictions of linked pages and to secure all necessary permission. Users cannot assume that the external sites will abide by the same provisions as the THSU privacy policy.

Medical Information: It is not the intention of NLM or THSU to provide specific medical advice, but rather to provide users with information to better understand their health and their diagnosed disorders. Specific medical advice will not be provided, and THSU and NLM urges you to consult with a qualified physician for diagnosis and for answers to your personal questions.

FEDERAL COPYRIGHT STANDARDS FOR FAIR USE

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the copyright law ([title 17, U. S. Code](#)).

One of the more important limitations is the doctrine of "fair use." The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law.

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching,

scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between fair use and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 *Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law* cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Copyright protects the particular way authors have expressed themselves. It does not extend to any ideas, systems, or factual information conveyed in a work.

The safest course is always to get permission from the copyright owner before using copyrighted material. The Copyright Office cannot give this permission.

When it is impracticable to obtain permission, use of copyrighted material should be avoided unless the doctrine of fair use would clearly apply to the situation. The Copyright Office can neither determine if a certain use may be considered fair nor advise on possible copyright violations. If there is any doubt, it is advisable to consult an attorney.

AUSTIN PUBLIC LIBRARY CARDS

To apply for a public library card, complete an Austin Public Library adult star card application and present it in person at the circulation desk of any Austin Public Library location with a current photo I.D. and proof of your current residence address. For answers to the most frequent questions about library cards please see the library's card and borrowing policies. Adults applying for a new library card or renewing / replacing an existing card will need to pay all fines owed on their own account and any accounts they've co-signed for.



MANCHACA ROAD BRANCH 5500 Manchaca (512) 974-8700

Monday - Thursday: 10am to 9pm
Friday: Closed
Saturday: 10am to 5pm
Sunday: 2pm to 6pm

The Austin Public Library accepts the following types of identification:

- Texas Driver's License
- Texas Department of Public Safety ID
- Texas Department of Public Safety ID
- Temporary Paper Texas Driver's License or Texas Department of Public Safety ID (Only acceptable with additional form of photo ID or if the temporary has a photo on it)
- Non-Texas State Issued License or ID
- Passport
- Military ID
- International Driver's License
- Non-US Driver's License or permit
- Credencial Para Votar ID (Mexico voter registration card)
- Non-US Consular ID
- Resident Alien Card
- Austin Police Department ID
- Texas Offender ID
- U.S. Government issued ID with an identifying number

Acceptable proof of current address in your name:

- Driver's license, temporary Texas Driver's license or learner's permit
- Texas Department of Public Safety ID
- Personalized check, savings passbook, bank or credit union statement
- Utility deposit receipt or utility bill
- Current credit card bill
- Voter's registration or notarized temporary voter's registration permit
- Vehicle registration or liability insurance
- Official rent receipt; rental agreement, contract or lease
- Mail postmarked within the last 30 days (if none of the above is available)

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