TPD: Library Services

Introduction

5.2.7

The laboratory maintains an up-to-date reference library of current books, journals and other literature dealing with the forensic disciplines.

The annual budget of the crime laboratory covers costs associated with

- scientific journals
- management periodicals
- health and safety newsletters
- reference books and materials.

Responsibilities of the librarian

The laboratory's librarian is responsible for

- ordering reference books and materials
- ensuring renewal of scientific journal and newsletters subscriptions
- binding of annual volumes of journals and other reference materials
- cataloging new reference books and materials
- organizing the library collection.

Library catalog and check-out

Laboratory books are cataloged electronically using the *LiBRARYSOFT™* program available on each network computer. The *LiBRARYSOFT™* icon is located on the terminal server.

Whenever cataloged library books are removed from the library, each book shall be checked-out using *LiBRARYSOFT™*.

CCI Forensic Library

Laboratory personnel may access the California Criminalistics Institute (CCI) Forensic Library website.

Once an online account is setup, the CCI Forensic Library collection is available for viewing. Journal articles, books and inter-library loans may be requested through the CCI Library website.

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Approved by:	Laboratory Director	Revision No:	1	Page 1 of 1
Issue Date:	09/2014	Document Class:	LFS Policy/Procedure	

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