

MEMORANDUM

TO : Radiology Residents  
Medical Students

FROM : Janet L. Birkmann  
Academic Coordinator

DATE : July 1, 2004

**RE : Radiology Library and Learning Center Maintenance**

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- Library and Learning Center materials are for the sole use of members of the Department of Radiology. Any other use of these materials is prohibited without the permission of Dr. Herring.
- Each resident is given a key to the locked, glass-door book cabinets in the library. The books in these cabinets are not to be removed from the library, and should be re-locked each time you are finished with them. Books that “disappear” from the locked book cabinet will not be re-purchased.
- Reshelve books and journals when you are finished using them.
- Do not remove books from the Reference Section from the library. Other books from the regular library shelves may be signed out for a week. Place the signout card in a yellow plastic folder and leave it in the section you took the book from.
- Residents are assigned on a weekly basis to replace all unshelved items in the library. The clean-up schedule is posted in the library and distributed to each resident.
- Keep the doors to the Learning Center and to the Medical Student Classroom closed and locked after hours and on weekends.
- Please leave chairs, tables, stepstools, etc., in place when you leave the room. If you eat or drink, please clean up after yourselves!