IOWA LUTHERAN HOSPITAL TRACK-DES MOINES
UNITYPOINT HEALTH-CENTRAL IOWA FAMILY MEDICINE RESIDENCY

Policy: Library Resources

To ensure adequate control of all library room resources, the following guidelines have been established:

1. Any request for new references (e.g. journals, textbooks, and computer programs) to be added to the library room should be addressed to the residency office.

2. All material(s) should be kept in the library room or staffing office and returned promptly if taken to the patient care area.

3. The staffing office computers should be utilized for residency-related uses only.

4. The residency office should verify the addition of any new programs to the computer.

5. It is the responsibility of each resident or faculty member to leave the staffing office clean and organized.

6. Rotation reading guide should be kept in residency office or online and returned promptly after each rotation.

Reviewed 5/2026