



I. 2.4.4 Library

Chapter 2 - General	Original Effective Date: June 2000
Section: 2.4 Administrative and Support Departments	Date Last Reviewed: April 2025
Responsible Entity: Vice President for Academic, Faculty and Student Affairs	Date Last Revised: April 2025

II. Purpose

The purpose of this policy is to outline the support services of the Libraries of UT Health San Antonio. The Libraries include the Dolph Briscoe Jr. Library and the P.I. Nixon Medical Historical Library, both of which are located in the Dolph Briscoe Jr. Library Building on the Joe R. and Teresa Lozano Long Campus.

III. Scope

This policy applies to all faculty, staff, students, residents, researchers, or any other individual officially affiliated with UT Health San Antonio.

IV. Policy

A. Mission

The mission of the Libraries is to promote learning, inspire discovery, and connect with our communities. To achieve our mission, we deliver resources for teaching, learning, research, and clinical care; provide expert information and instructional services; develop innovative physical and virtual spaces; strengthen existing partnerships; and seek new collaborations.

B. Library Committee

The Health Sciences Library Committee is a university-wide committee composed of faculty and student representatives and serves in a consultative and advisory capacity to the President and Vice President for Academic, Faculty, and Student Affairs and advises the Executive Director of Libraries in making recommendations regarding library practices and procedures for the Dolph Briscoe Jr. Library and the P.I. Nixon Medical Historical Library. The committee reviews and advises library administration in the development of priorities in the areas that have an impact on academic efficiency and effectiveness and help to ensure that the library services and information resources

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provided reflect the needs and interests of the academic, research, and clinical communities of the health sciences.

Faculty who serve on this committee bring both a disciplinary- and an institution-wide perspective about the needs of faculty, researchers, and clinicians related to the types of library services and information resources needed to serve an academic health science center with top-ranked academic programs and growing research and clinical enterprises. Students who serve on this committee provide the student perspective and offer valuable insight on student needs across approximately 70 programs in six schools. This Committee meets quarterly to address library service issues from the users' perspective and works with library administration to seek input from faculty, students, and staff on proposed changes in library policies and practices. Individual committee members may work on specific committee projects.

C. Dolph Briscoe Jr. Library Building

The Briscoe Library Building is accessible 24/7 to UTHSA students and employees via UTHSA badge access. The library building is not open to the general public.

D. Access to Resources & Services

Access to the collections is provided 24/7 through the library's website at <http://www.library.uthscsa.edu> – and requires a current UTHSA Network User ID and password. Access is available for:

1. UT Health San Antonio students, faculty and staff; and
2. UT Health San Antonio Distance Learning students.

Individuals must have a current UTHSA Network User ID and password AND must log in to access all digital content available via the library website both on campus and remotely. Services such as interlibrary loan and document delivery are also accessed with User ID and password.

E. Library Collections

Library collections are curated to support the mission and goals of the university. The Libraries collections are primarily digital and accessible 24/7, both on campus and remotely, to students, faculty, staff and distance learning students with a current UTHSA Network User ID and password.

General print collections are housed remotely in a shared University of Texas and Texas A & M University Library Storage Facility in Bryan, Texas.

Acquisition and purchasing decisions are made in support of the educational programs of the institution, research needs, and clinical care needs.

F. Special Collections, University Archives & Records Management

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The print special collections are housed in the P.I. Nixon Medical Historical Library (Room 5.078) which is located on the 5th Floor of the Briscoe Library. The Nixon Library is home to approximately 6,000 rare and classic texts in the history of medicine, nursing, dentistry, and other health care disciplines dating from the 15th Century to the early 20th Century. In addition, the Nixon Library also houses the University Archives, historical manuscripts, and medical instruments.

Special collections and the University Archives are available for use by appointment only. For more information, visit the website at: <https://library.uthscsa.edu/resources/pi-nixon-library/>

For inquiries, contact specialcollections@uthscsa.edu or call 210-567-2413.

University records designated as archival should be transferred to the University Archives. For more information or assistance with records management, or to determine if records are archival, contact libraryrecordsmgtsvc@uthscsa.edu or call 210-450-8260.

G. Library Services

Library services include reference and research support; database, literature, and structured review searches; instructional programs, orientations and information management classes; interlibrary loan; and document delivery.

UT Print Services manages the university's printing services, including printers and photocopiers in the library, which offer both for a fee.

H. Theses & Dissertations

The Library archives and publishes theses, dissertations, and the Doctor of Nursing Practice projects in the digital archive for UT Health San Antonio students, in collaboration with the Office of the Dean of the Graduate School of Biomedical Sciences.

I. Library Technology

Wireless access is available throughout the Library using either HSCWave (requires network login) or HSCGuest. Ethernet laptop connections and security locks are available throughout the public spaces the library.

There are two public workstations in the Brisco Library, and use of these workstations requires a campus network login.

J. Study Spaces & Rooms

The Briscoe Library has an array of spaces on the 3rd, 4th and 5th floors available for collaborative and individual study, meetings, and for relaxation and reflection.

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Open study spaces with tables and carrels and modular seating are available on the 3rd, 4th, and 5th Floors.

Individual study rooms are available on the 4th Floor (12 individual study rooms) and the 5th Floor (12 individual study rooms). Individual study rooms are available on a first-come, first-served basis. UTHSA departments may reserve these rooms for testing purposes; signs with dates and times are posted when the rooms are reserved.

Group study rooms are available on the 3rd Floor (9 group study rooms) and 5th Floor (8 group study rooms). Group study rooms may be reserved in advance by current UT Health students, faculty, and staff. A current UTHSA Network User ID and password are required to complete the reservation.

The Reflection Room (Room 4.034) is designed for wellness breaks, quiet meditation, and brief retreats from study. It is available on a first-come, first-served basis.

K. Conference Rooms

The Briscoe Library has three conference rooms on the 3rd, 4th and 5th floors available for meetings.

The Virginia and Charles Bowden Conference Room (Room 3.026) is equipped with wireless access, two large screens, camera for videoconferencing, and a computer. The room features a glass whiteboard. Food and drink are allowed in this conference room. The Bowden Conference Room may only be reserved for department-sponsored meetings.

The Collaboratory (Room 4.074) has a projector, screens, and videoconferencing technology. Whiteboards are also in the room. Food and drink are allowed in this room. Current students may reserve the Collaboratory weeknights from 6 p.m. to 7 a.m. and anytime on the weekends.

The John P. Howe, MD III Conference Room (Room 5.076) is equipped with wireless access, a projector, and screen. Food and drink are prohibited in this conference room. The Howe Conference Room may only be reserved for department-sponsored meetings.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

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Effective Date	Action Taken	Approved By	Effective Date
06/2000	Policy Origination		
06/2017	Policy Revision		
04/2025	Policy Revision	Executive Committee	04/15/2025