

# NEW YORK STATE ASSOCIATION MEDICAL STAFF SERVICES

## Library Policy

The mission of this library is to provide authoritative and current resources for our membership.

Our resources will be listed on our website and managed by the Association's library coordinator. The resources will be housed with the coordinator. The Education Committee will act as the Library Committee.

These resources will be available to our NYSAMSS membership at no charge.

The maximum number of items which can be borrowed at one time is two (2). The borrower has to sign an agreement to treat the materials with care and return as specified in the policy. Items may be borrowed up to 30 (thirty) days with one renewal providing there is not another request for the same item. The materials will be sent to you at NYSAMSS expense; however, the borrower will be responsible for the postage to return these items. All items have to be returned by insured mail. If the member is late in returning the borrowed items more than twice, (s)he will become ineligible to borrow. Non-return of an item will result in being ineligible to borrow from the library again. The borrower also will be charged for the cost of the non-returned item along with shipping and handling.

Any member of NYSAMSS may suggest resources for purchase. These suggestions will be directed to the coordinator. However, any potential purchase must meet one of the areas of concentration outlined in our development plan. All suggestions meeting criteria will be reviewed by the Library Committee, for possible purchase. There will be an annual budget set for purchases.

Development Plan: Our collection will center around the following topics:

- credentialing
- privileges and privileging
- appointment process
- proctoring
- medical staff issues, such as impairment, disruptive physician
- legal issues effecting medical staff credentialing or leadership
- medical staff leadership
- NCQA, THE JOINT COMMISSION, NYS regulations
- CPCS/ CPMSM materials
- NCQA/ THE JOINT COMMISSION survey process
- management materials
- allied health professionals