



County of San Bernardino  
Department of Behavioral Health

**INFORMATION NOTICE 13-03**

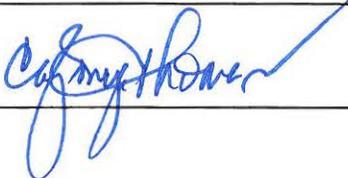
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**Date:** 05/08/2013

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**To:** Department of Behavioral Health Staff

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**From:** CaSonya Thomas, MPA, CHC, Director 

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**Subject:** DBH Library Protocol

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**Introduction** The Department of Behavioral Health (DBH) Library, located at the Training Institute, provides full and equal access to materials that meet educational, informational, historical and individual interests for a diverse behavioral health community. The purpose of this Information Notice is to provide DBH staff and interns with information and instructions on how to borrow materials from the DBH Library.

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**Library Coordinator** A Workforce, Education & Training (WET) staff member is assigned as the Library Coordinator in-charge of the DBH Library.

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**Location** The DBH Library is located at:  
1950 S. Sunwest Lane, Suite 200  
San Bernardino, CA 92415

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**Hours** The DBH Library is open Monday to Friday 8:00am to 5:00pm. The DBH Library is closed on County holidays.

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**Eligible Participants** All current DBH staff and interns will be able to check out materials from the DBH Library.

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**Materials** The DBH Library is stocked with books, periodicals, other media (DVDs, VHS tapes, and cassette tape), and training materials. Materials displayed in the DBH Library are recommended by management or staff. Determining if materials are acceptable for the DBH Library will be the responsibility of the Intern Program Supervisors.

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**Criteria for Material Review** Library materials shall meet the following criteria when Intern Program Supervisors review new materials submitted to the DBH Library:

- High standards of quality in factual content, timelessness and presentation.
- Appropriate for the subject matter.
- Facilitate the emotional and social development as well as increase the skill set of DBH staff and interns.

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**Library Catalog** The Library Coordinator will track current and new materials in the DBH Library by maintaining the Library Catalog.

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**Gifts** The DBH Library accepts gifts in accordance with County and Department policies. All gifts will be reviewed following the [Criteria for Material Review](#) section. If materials submitted are not suitable due to condition, out-of-date knowledge or other factors, the items will not be accepted.

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**Loan Period** All items may be checked out for a maximum of fourteen (14) calendar days. A request for loan extension may be granted as long as no one has reserved the material(s). The loan extension time period is an additional fourteen (14) calendar days. A loan extension can only be granted twice.

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**Check-out Procedures: In Person** DBH staff or interns interested in checking-out any material from the DBH Library shall follow the steps below:

Step	Action
1	Select the book, periodical, or media to check-out.
2	Obtain the Library Check-Out Agreement from the Library Coordinator.
3	Complete the Library Check-out Agreement.
4	Submit the Library Check-out Agreement to the Library Coordinator.

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**Check-out  
Procedures:  
Via Email**

For DBH staff or interns that cannot come to the DBH Library to check-out materials, the steps below will be followed:

Step	Action
1	Email the Library Coordinator which materials they want to check-out.
2	The Library Coordinator will email the Library Check-Out Agreement to the staff member or intern.
3	The staff member or intern will sign and email back the Library Check-Out Agreement to the Library Coordinator.
4	Once the Library Coordinator receives the signed Library Check-Out Agreement, the checked-out materials will be sent to the staff member or intern via interoffice mail.

**Returned  
Materials**

All checked-out materials must be returned to the Library Coordinator or designee. Materials can be returned via interoffice mail. The WET interoffice mail code is 0019.

**Late Materials**

If the materials are not returned by the due date, a reminder email will be sent the following date to the borrower with a copy to his/her supervisor. If the borrower is an intern, the appropriate Intern Program Supervisor will be copied on the email.

**Lost or  
Damaged  
Materials**

Loss or damage of any borrowed item is the sole responsibility of the borrower.

**Questions**

For questions about the DBH Library, contact DBH Workforce Education and Training at [training@dbh.sbcounty.gov](mailto:training@dbh.sbcounty.gov) or 800-722-9866.

**Reference**

[County of San Bernardino Policy Manual](#) 11-08 – Gifts and Donations  
Granted to the County  
[County of San Bernardino Policy Manual 11-08SP - Reviewing Gifts Prior to  
Acceptance by the County](#)  
DBH SPM [BOP3029](#) – Gifts and Donations Policy