

# Texas Woman's University

## Library Policy Manual

**Policy Name:** After Hours Entry - Mary Evelyn Blagg-Huey Library

**Last Library Review:** November 2018

**Next Library Review:** November 2019

**Purpose:** To establish guidelines for entry to the TWU Mary Evelyn Blagg-Huey Library after 9:00 PM. This policy is applicable to the Denton campus only; the TWU Dallas and Houston Libraries are not open during late-night hours.

**Policy:** After 9:00 PM the TWU Blagg-Huey Library welcomes any active TWU affiliates - current students, staff, or faculty. Community members, alumnus, courtesy card holders, regional collegiate students, or any other persons not currently affiliated with TWU may not enter the building past 9:00 PM. Non-affiliates may remain in the building past 9:00 PM. if they were in the building prior to 9:00 PM. Once they exit after 9PM, they will not be allowed to re-enter.

**Procedures:** Entry after hours is obtained by swiping an active TWU ID card at the center set of entrance doors, or by manual entry through the library intercom system. If using the intercom system, active affiliation will be confirmed prior to unlocking the doors. If active affiliation cannot be verified entry will be denied.

### Library Guidelines:

- A TWU ID or government issued ID along with an active TWU status is required for entry.
- A Library Security Guard is available to monitor library security cameras and provide assistance for any problems or questions.
- Guests of active TWU affiliates may enter the building past 9:00 PM if the TWU affiliate enters with, and accompanies the guest for the time the guest is in the building.

**Review:** The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 01-24-2018