Texas Woman's University
Library Policy Manual

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

Last Library Review: December 2019
Next Library Review: December 2020

**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.

**Definitions:** For the purpose of this policy

*TWU affiliates* — current TWU students, staff, or faculty

*Non-affiliates* — Community members, alumnus, courtesy card holders, regional collegiate students, or any other persons not currently affiliated with TWU

**Policy:** After 9:00 PM the TWU Blagg-Huey Library welcomes any TWU affiliates. Non-affiliates may not enter the building past 9:00 PM and those who are in the building prior to 9:00 PM may remain in the building past 9:00 PM. If a non-affiliate was in the building prior to 9:00 PM and decides to leave, they have left for the evening; re-entry will be denied.

TWU reserves the right to refuse entry to, or ask any patron to leave the Libraries’ premises at any time if they are causing a disturbance, or generally not adhering to the [Student Code of Conduct](#).

**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.
- TWU Staff is available to monitor library security cameras and can 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.