

Texas Woman's University

Library Policy Manual

Policy Name:	Non-TWU Affiliated Users Policy
Last Library Review:	May 2020
Next Library Review:	May 2021

Purpose: The purpose of this policy is to establish guidelines for non-TWU affiliated user access and usage of the TWU Libraries' materials.

Note: *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.*

Definitions: For the purpose of this policy

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

Policy:

All guests of the TWU Libraries must abide by University and Library Policies. TWU Libraries' primary mission is "to strengthen a TWU education by connecting our community to information and library services that advance scholarly inquiry and academic success." TWU Libraries prioritize serving our current faculty, students, and staff over that of our guests.

Services available to guests include:

- Access to library books and other materials that can be checked out
- Assistance in locating collections and services
- Basic reference assistance is available
- Remote access to the TWU online catalog
- Access to designated guest computers if available

Services not available to guests include:

- Interlibrary Loan
- Access to Course Reserve materials
- Remote access to licensed databases

For guest borrowing privileges, see Check-out Privileges (non-media) for Courtesy Cards:

<https://twu.edu/library/services/circulation-services/borrowing-materials/>

Library Guidelines:

Denton

There are two (2) guest computers located on the first floor across from the Information Desk. To access one of these computers, guests must check-in with the Information Desk using a valid government-issued ID. Please see or call the Information Desk for more details (940) 898-3701.

Courtesy cards for checkout of materials are issued to Denton County residents with proof of residency. If the government-issued ID has a Denton address, this serves as proof of residency. Texshare card holders do not need to apply for courtesy cards.

Guest entry is restricted past 9:00 PM. Guests in the building prior to 9:00 PM may remain. Guests exiting the building after 9:00 PM will be denied re-entry during that visit.

Dallas

Non-TWU affiliated users can use the library in Dallas once they have received a visitor's pass from the front desk or Security Office. They must present a picture ID and obtain a visitor's badge to wear at all times while on campus. They also need a permit for their vehicle if they drive and park in the Visitors' Lot.

- Staff will login to a computer for the patron with internal guest credentials.
- Staff may also login users to any databases with internal guest credentials as long as they are physically at the library.
- Non-TWU affiliated users will not be given login credentials.
- Guest printing is not allowed in the library.
- Non-TWU affiliated users may obtain a courtesy card to check out materials. These are issued to Dallas County residents with proof of residency.

Houston

The TWU Houston campus has no guest terminals or internal login credentials. Non-affiliated persons are stopped at the Security Desk inside the entrance door and Security Staff verifies the validity of their visit to the library with a phone call to the Academic Resource Center (ARC). The ARC has no items for visitor browsing or check-out. All approved visitors sign in at the Security Desk, where they receive a temporary day pass. Those who have made an appointment with ARC staff are escorted up to the ARC and back out when the appointment is completed.

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 05-26-2020