

Policy for Library Use by Public Patrons

The primary mission of the United Library is to support research, scholarship, and learning for faculty and students of Garrett-Evangelical Theological Seminary and Bexley Hall - Seabury-Western Theological Foundation, Inc. We invite all patrons and visitors to explore the book stacks, to use the public study spaces, and to delve into our special collections of rare items.

Library Access

Unless prior arrangements have been made, **visitors use is restricted to Monday-Friday 8:30am-4:30pm**. Visitors may be asked to sign-in at the circulation desk and show proof of personal I.D. Visitors may also be required to sign out when they leave.

Circulation & Library Material Use

All library materials may be used by members of the public within the library during regular hours, but may not be removed from the library. Under certain circumstances, an I.D. will be required to use materials on the premises.

Garrett/Seabury alums, ACTS as well as Loyola students, faculty and staff, and Evanston ordained clergy, and other local Methodist and Episcopal ordained clergy may apply for free borrowing privileges. Members of the general public may apply for borrowing privileges for a fee of \$50.00 annually. Applications can be processed between 8:30am and 4:30pm, Monday through Friday. Public Patrons are not eligible to check out periodicals, reference materials, special collections, or Course Reserve materials. Interlibrary loan services are not available.

Due to limited space, tables and carrels cannot be reserved nor can they be used to store library materials for later use. Please bring items to the circulation desk when you are done so they may be properly re-shelved. Purposefully mis-shelving or hiding materials is a violation of library policy.

Viewing items from the special collections and archives is by appointment only and is scheduled on weekdays between 8:30am and 4:30pm when staff are on duty. Please e-mail United.Library@Garrett.edu with your request.

Printing and Copying

Printers and photocopiers are available in the library for the use of all patrons at a cost of \$0.05/page for black & white and \$0.25/page for color. Patrons wishing to make copies or print must obtain a Guest Printing card from the circulation desk. The United Library cannot accept credit cards for printing or copying. All patrons are expected to adhere to copyright law when photocopying materials. The United Library is not responsible for improperly copied or printed pages or funds lost due to machine malfunction.

Computer Use

As a community service, the United Library provides public patrons with the opportunity to use the rich resources of our library to accomplish their research. Our computers offer access to all library resources that are available to the Garrett community.

Computers are available on a first-come, first-served basis (no reservations). A daily **two hour** computer use limit will be enforced. If a student needs your computer, you will be asked to surrender it.

In accordance with the Library's mission, computers are provided for the purpose of research and other educational endeavors. Therefore, excessive recreational use of the computers (e.g. game-playing), use that is entirely personal and unrelated to information-gathering (e.g. chat-room and personal email), and use for purposes of private financial gain (e.g. conducting business, eBay), are inappropriate. The Library reserves the right to require, at any time, that computer users engaged in such activities cease doing so.

We reserve the right to permanently ban any public patron from the library and to refuse access to computers. Public patrons who are discovered using library equipment to visit adult websites will be banned from the library. Disruptive individuals or groups will be asked to leave. Other rule infractions may result in being asked to leave.

Privacy Notice: The United Library is not responsible for loss of items due to computer malfunction.

Please keep your belongings with you at all times. The United Library is not responsible for loss, damage, or theft of personal items.