



# UIW LIBRARIES - J.E. & L.E. Mabee Library

## Non-Restricted / Visitor Use Policy

The J.E. & L.E. Mabee Library at the University of the Incarnate Word (UIW) strives to provide all users with a welcoming and safe environment that promotes life-long learning and research. The library welcomes visitors and asks that visitors self-identify by signing in at the Circulation Desk before utilizing the library facilities and resources.

### UIW Affiliates and Visitors Defined:

#### Affiliated library users:

- All currently employed UIW faculty, administrators, and staff as well as faculty emeriti
- All currently enrolled UIW students in all academic programs
- Currently enrolled students at Incarnate Word High School (IWHS) and St. Anthony's Catholic High School (SACHS) and current employees of both high schools.\*
- UIW Alumni\*
- Sisters of Charity of the Incarnate Word
- Residents of the UIW Retirement Center
- UIW Board of Trustees

#### Visitors:

- Students and employees of community partners who are subject to the terms of a current UIW Libraries' Memorandum of Understanding
- Guests of UIW Affiliates
- Current TexShare card holders enrolled at other colleges and universities
- General public

**Non-Restricted / Visitor Hours:** Visitors will be granted admission to the Mabee Library during these hours during regular semesters -

<b>Monday - Thursday:</b>	<b>8 a.m. to 10 p.m.</b>
<b>Friday:</b>	<b>8 a.m. to 5 p.m.</b>
<b>Saturday:</b>	<b>10 a.m. to 4 p.m.</b>
<b>Sunday:</b>	<b>2 p.m. to 10 p.m.</b>

Persons without a current UIW ID or identified as an affiliate by staff will be asked to leave the building at the end of non-restricted hours.

Extended or special needs hours are maintained for those individuals who can present a current UIW ID upon request or are identified as an affiliate by staff.

Visitors in need of accommodation who are attending special events beyond non-restricted hours will have access to the main elevator. Please see circulation staff for assistance.

#### **Conditions of Use:**

- Visitors must abide by the Library Code of Conduct. Individuals engaging in disruptive behavior, misusing resources or facilities will be asked to leave the library. Library staff will contact the police if an individual does not comply with policy or with a request to leave the facility.
- Visitor computers have been provided for use during non-restricted hours. Priority use is for library research. Appropriate use of these computers is governed by the university's policy on computer use "Responsible Use of University Computing Resources." A copy of this policy is posted in the computer area and can be obtained from either service point.

#### **Library Services:**

- Research Assistance: The UIW Library is committed to providing reference and research assistance to all patrons supported by the collections and resources of the library. In cases where information needs are out of the scope of the Mabee Library, referrals to other libraries will be made. Visitors requiring comprehensive services will be referred to a home institution or appropriate public library.
- Borrowing Privileges: Visitor borrowing privileges are extended to visitors who fall under the terms of a current UIW Libraries Memorandum of Understanding or are holders of a current [TexShare Borrower's Card](#) from the patron's home or public library.
- Interlibrary Loan (ILL): ILL service is limited to currently enrolled UIW students, faculty, and staff. Visitors interested in ILL service should check with their home institution or their public library.

#### **Library Resources:**

- Electronic Resources: Visitor computer access, available during non-restricted hours, supports in-house access to electronic and licensed resources. Access to databases and other electronic resources may be restricted under contractual agreements between UIW and its vendors, as well as provisions of U.S. Copyright Law. All patrons are expected to comply with the university's policy on computer use "Responsible Use of University Computing Resources."
- Printed Resources: Visitors are welcome to use the circulating collections of the library in house.

**Facilities:**

- Group Study Rooms and other access-controlled areas in the library are available to currently enrolled UIW students and current employees.
- Printing and copying in Mabee Library is through a UIW vended system assigned to an affiliate. The university does not support guest printing and copying at this time.

**Children as Visitors in the Library:**

- For their safety, unaccompanied children are not allowed in the library.
- Children are defined as minors not yet enrolled in an affiliated high school or under the age of 17. Minors will be asked to present their school ID or a state-issued photo ID in order to verify their school status / age.
- Children accompanied by an affiliated adult (parent or designee) are welcome in the library provided they remain with the affiliate at all times and are under constant supervision. The parent or adult custodian is responsible for the child's behavior and safety while visiting the library.
- Library collections are developed to support curricula and research expectations at the University of the Incarnate Word. Some material may be deemed inappropriate for children.

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***\*Affiliates, with respect to access to Mabee Library facilities and physical collections, may or may not extend to other resources and services.***

***While visitors may obtain assistance and utilize many of the resources in the Mabee Library, UIW students, faculty, and staff have priority in the use of all library resources, services, and equipment.***