Purpose: To facilitate use of the Grace Hauenstein Library by “Community Users”.

Persons Affected: Community users are defined as anyone who is not currently enrolled in or employed by Aquinas College. All library personnel.

Procedure:

Community user may:

- Use our computers and network appropriately in accordance with the college’s Acceptable Use Policy with a valid driver’s license or state ID card. Must be 18 years or older.
- Comply with all Aquinas College policies and procedures.
- Obtain a library card by showing a valid driver’s license or state issued ID.
- Checkout up to 7 items from the library. Non-print materials are limited to 5 items, DVDs are limited to 2 items and must come from the Feature Film section of the DVD collection, CDs are also limited to 2 items.
- Seek reference assistance from library staff.
- Alumni and Faculty Emeriti may request Interlibrary Loans. If money is owed for lost or damaged ILL materials, that Alumni/Faculty Emeriti patron will be blocked from this service until money is paid in full.
- Currently, Alumni and Faculty Emeriti are not able to use our MeLCat service and should be referred to their public library for MeLCat or other options.

Community user shall:

- Maintain quiet behavior including limiting noise levels of audio equipment and conversations and generally behaving in a manner which shall not disturb other library users.
- Comply with the college’s smoking/tobacco, alcohol and drug use policies.
- Refrain from solicitation, using cell phones in undesignated areas, speaking or behaving inappropriately.
- Comply with college’s Acceptable Use Policy regarding network use.
- Understand that children under the age of 12 are restricted from network use without parental or adult supervision. Unattended children may be placed in the custody of Campus Safety or a staff member until a parent or legal guardian arrives to assume responsibility for them.
- Understand that electronic resources are provided to all patrons on a first-come, first served basis, and, at the discretion of the on-duty librarian. However, in the case where computer access is limited, priority is given to “Aquinas Community” members.
• Understand that certain databases and software programs, due to licensing restrictions, are not available, by law, to “Community Users”.
• Understand that proof of identification may be asked for at any time.
• Understand that a public library might better serve your information needs. Library staff will make the referral when appropriate.
• Understand that we reserve the right to terminate or deny services for any reason.