

Texas Woman's University

Library Policy Manual

Policy Name:	Guest Users Policy
Last Library Review:	May 2023
Next Library Review:	May 2024

Purpose: The purpose of this policy is to establish guidelines for guest 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

Guests– *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. For parking information at the campuses, see <https://twu.edu/parking/>.

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
- Access to reserve electronic equipment

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

In the Blagg-Huey Library, 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 and library staff will login the guest user.

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.

Dallas

Guests can use the Dallas Center Library once they have received a visitor's pass from the building's Security Office. They must present a picture ID and obtain a visitor's badge to wear at all times while on campus.

- 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.
- Guests will not be given login credentials.
- Guest printing is not allowed in the library.
- Guests may obtain a courtesy card to check out materials. These are issued to Dallas County residents with proof of residency.

Houston

The Houston Center Library has no guest terminals or internal login credentials. All guests 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 staff. All approved visitors sign in at the Security Desk, where they receive a temporary day pass. Those who have made an appointment with library staff are escorted to the library and then back out when the appointment is completed. The library has no items for visitor browsing or check-out.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.