

POLICIES FOR LIBRARY VISITORS

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 learning. The Library welcomes visitors who meet the conditions described below.

Library Users and Visitors: Affiliated Library users are University of the Incarnate Word faculty, faculty emeriti, visiting professors, staff, and students currently enrolled in any programs of UIW, Incarnate Word High School (IWHS) or St. Anthony's Catholic High School (SACHS). Everyone else is considered a non-affiliated person and, therefore, a visitor. The definition of "visitor" includes UIW alumni, high school students not attending IWHS or SACHS, and the general public.

Identification/Registration: Visitors must register at the Circulation Desk upon entering the Library. A current photo ID issued by a U.S. state, federal, or military agency (e.g., driver's license, school ID, Dept. of Public Safety ID, or military ID) must be presented to the Circulation Desk attendant on duty. International students may present their passport for registration. Visitors who refuse to show acceptable identification will be asked to leave the Library.

Visitor Hours: Visitors will be admitted to the Library only during the following hours:

Monday - Thursday: 8 a.m. to 8 p.m.

Friday: 8 a.m. to 5 p.m.

Saturday: 10 a.m. to 4 p.m.

Sunday: 2 p.m. to 8 p.m.

Conditions: Visitors must abide by the [Library Code of Conduct](#) in effect and the following:

Conduct: Visitors who engage in disruptive behavior will be asked to leave. If an individual refuses to leave when asked by library staff, the campus or city police will be called.

Internet Access: Only visitors who meet the Registration and Conduct criteria are allowed to use the guest computers.

Children in the Library:

Children must be under the constant supervision of a parent or designated adult custodian at all times. The parent or adult custodian is responsible for their children's behavior.

Parents or designated adult custodians are responsible for their children's use of the collection and library resources. Library collections are developed to support curricula and research expectations at the University of the Incarnate Word so some material may be inappropriate for viewing by children.

We request that parents not put children at computers in the research area.

Visitor Privileges

While visitors may ask for assistance at the Reference Desk, UIW students, faculty, and staff have priority in the use of all Library resources, services, and equipment.

Visitors requiring more comprehensive services than the UIW Library staff can provide should consult the library at their home institution or their public library.

TexShare Card: Visitors enrolled at another institution of higher learning in Texas are advised to obtain a TexShare borrowing card at their home library. TexShare card holders are entitled to limited borrowing privileges as outlined in the [Circulation Policy](#).

Visitor Limitation to Services

Borrowing Privileges: Visitors, with the exception of UIW alumni, cannot borrow library materials unless they have a TexShare card.

Electronic Resources: Access to databases and other electronic resources may be restricted under contractual agreements between the University of the Incarnate Word and its vendors, as well as provisions of U.S. Copyright Law.

Group Study Rooms: Group Study Rooms are available to current UIW students and faculty only.

Interlibrary Loan (ILL): ILL service is limited to currently enrolled UIW students, faculty, and staff. Visitors should request ILL services through their home school or public library.

Visitors who commit or attempt to commit offenses against any University Policies or display any behavior deemed offensive, undesirable, or illegal under University policies, laws of the State of Texas, or laws of the Federal Government, are subject to sanctions, including:

- Being asked to leave the Library or campus.
- Being reported to the police.
- Being prosecuted to the fullest extent of the law.

This policy is subject to change without prior notification.