



UIW J.E. & L.E. Mabee Library

VISITOR/GUEST 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 learning. The library welcomes visitors and encourages visitors to self identify by signing in at the Circulation Desk before library facilities or resources are utilized.

Library Affiliates and Visitors Defined:

Affiliated library users:

- UIW faculty, faculty emeriti, visiting professors
- UIW staff and students currently enrolled in undergraduate or graduate academic programs at UIW
- students attending Incarnate Word High School (IWHS) or St. Anthony's Catholic High School (SACHS)
- UIW Alumni
- ELS students
- current TexShare card holders enrolled at other academic institutions of higher learning
- Sisters of Charity of the Incarnate Word
- Residents of the UIW Retirement Center

Visitors:

- unaffiliated guests
- attendees at seminars, workshops, seasonal camps held on the UIW campus or elsewhere
- general public

Visitor Hours: Visitors will be granted admission into the library during these 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.

Visitors already in the library when visitor hours end will not be asked to leave unless they are in violation of other library policies. Resources and services for these visitors will not cease after the posted visitor hours.

Visitors who are accompanied by an affiliated patron will be granted admission into the library after visitor hours, and will be asked to sign in. The visitor must leave the library when the accompanying affiliate leaves.

Visitors with disabilities who are attending special events held in rooms 211 (Special Collections), 221 and 230 after visitor hours will be granted access to these events by way of the library.

Conditions of Use:

- **Conduct:**
 - 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 personnel will contact campus or city police if an individual does not comply with policy or with a request to leave the facility.
 - The library has provided guest computers for Internet and database access. 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:

- Reference Assistance: The UIW Library is committed to providing reference assistance to all patrons. In many cases when information needs are out of the scope of the collection, referrals to other libraries may be made. Visitors requiring more comprehensive services than the UIW Library staff can provide should consult the library at their home institution or their public library.
- Borrowing Privileges: Borrowing privileges are not extended to visitors.
- Copy Room Services: Photocopy services at the UIW Library are self-service. Visitors are welcome to use the copy machines. Library staff can provide instructions for use. The scanner requires a UIW login and is not available to those individuals who do not have a UIW login.
- Interlibrary Loan (ILL): ILL service is limited to currently enrolled UIW students, faculty, and staff. All other individuals should request ILL services through their home institution's library or the public library.

Library Resources:

- Electronic Resources: Guest computer access is available. All patrons are expected to comply with the university's policy on computer use "Responsible Use of University Computing 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.
- Printed Resources: Visitors are welcome to use books in all of the accessible collections in the library.

Facilities:

- Group Study Rooms and other access controlled areas in the library are available to current UIW students, staff and faculty only. Other affiliated users should contact the library to schedule a room or check room availability. Visitors must make an appointment with a librarian to visit our special collections. Please call 210.829.3835 or email: reference@uiwtx.edu.

Children as Visitors in the Library:

Unaccompanied children are not allowed in the library.

Children who are accompanied by an affiliated adult (parent or designee), are welcome in the library at all hours provided they remain under the constant supervision of that individual at all times. The parent or adult custodian is responsible for the child's behavior and safety while visiting the library.

Children are defined as minors not yet enrolled in 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 grade school status or age. All visitors are encouraged to sign in at the Circulation Desk.

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.

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.