McKillop Library
GUEST POLICY

Primary Clientele

The primary clientele of the McKillop Library include the entire student body, faculty, and staff of Salve Regina University. Primary clientele are given priority service over any secondary or outside clientele. Librarians reserve the right to ask Salve students, faculty and staff to display their Salve identification. Salve Regina University, as a private institution, strives to ensure that its primary clientele receives the best possible service available when conducting research and completing assignments.

Secondary Clientele (HELIN and CRIARL)

Secondary clientele include students and faculty from surrounding colleges who are members of the HELIN consortium or who have been issued a Consortium of Rhode Island Academic and Research Libraries (CRIARL) card. (Naval War College students are encouraged to get a CRIARL card from the NWC library in order to have borrowing privileges from Salve.) Library staff reserve the right to ask HELIN and CRIARL patrons to show identification from their home institution. Secondary clientele are welcome to use books, journals, newspapers, CD’s, DVD’s and other materials in the McKillop Library. The use of library computers is restricted to the main floor on the reference side. A staff member will log guests on to one of these computers. See also the instructions on printing below.

Affiliated groups (Alumni, Circle of Scholars, Friends of the Library, Learning Unlimited w/mentor, ACE teachers, Salve Employee Dependents and Courtesy Card holders)

Members of these groups are entitled to reference services, on-campus use of the print and electronic collections, and the library catalog. Members of these groups may be asked to display their Salve library card or another form of identification to the librarian on duty. Off-campus access to the library’s subscription databases, due to vendor licensing agreements, is reserved for current Salve students, faculty and staff. Requesting materials from other Higher Education Library and Information Network (HELIN) libraries or other Interlibrary loan is not available. Members of these groups are welcome to use the library’s books, journals, newspapers, CD’s and DVD’s and other materials. Members also may borrow circulating materials from the McKillop Library. Use of library computers is restricted to the main floor on the reference side. A staff member will log a guest on to one of these computers. See also the instructions on printing below.

Unaffiliated Clientele

This category of clientele are members of the public who are unaffiliated with Salve or any of the groups above. Unaffiliated guests are required to sign in at the front circulation desk upon
entering the library. Unaffiliated guests are welcome to use books, journals, newspapers, CD’s and DVD’s on the main floor of the McKillop Library. Library staff at the circulation desk will retrieve books requested from the upper floors for use on the main floor.

Unaffiliated clientele do not have borrowing privileges. The library has a limited number of computers available for unaffiliated guests to use; a library staff member will log users on to one of these computers. We ask that unaffiliated guests limit their time on these computers to less than one hour so that other guests may get a chance to use them as well. Unaffiliated guests are asked to leave the library by 6pm each evening.

**Printing for Guest Logins**

Printing is available to guests through the purchase of a “guest pass”. There is a kiosk in the Bookends Café on the main floor where the pass may be purchased. It will have a username and pin that may be used at the printer/copier on the main floor. **The slip of paper that includes the username and pin is the only record of the money remaining on the pass; the library is not responsible for lost guest passes.**

**Computer Use**

Use of computers in the library should relate primarily to research and assignment completion; we request that users refrain from viewing material that could make others uncomfortable.

The university’s acceptable use policy states:

“Internet access is a privilege that can be lost by an individual who either through overt action or unmeaning negligence causes a harmful impact on Internet access to another user. It is also the user’s responsibility to abide by the laws enacted by the State and Federal governments that govern an individual’s use of computers and networks.”

**Guest behavior**

We strive to make the library a safe, comfortable place. University security will be contacted in the case of any behavior that is disruptive or in any way inappropriate.

Salve Regina University reserves the right to ask guests to leave that violate this policy.

11/12/09