

McKillop Library

GUEST POLICY

McKillop Library's mission is to support the Salve Regina University community in developing lifelong skills in critical thinking, research and information literacy, by providing distinctive collections, services, facilities and programs. The library also welcomes the surrounding community to use its collections and facilities with some limits to ensure its ability to fully serve the university's students, faculty and staff.

Affiliated Guests

The library welcomes students, faculty, and staff of our HELIN and CRIARL partner libraries, Salve Regina Alumni, Circle of Scholars, Friends of the library, Learning Unlimited, ACE teachers, and Salve Employee Dependents. These patrons should show their current school or other ID and sign in at the circulation desk upon entrance. Patrons may check out McKillop Library's books and request that a library staff member log them onto a guest computer on the first floor. They may also use the library's online resources while in the library.

Unaffiliated Guests

Visitors who are not a member of the above groups are welcome to use the first floor of the library until 6:00 pm and may request to be logged onto a first-floor guest computer. Unaffiliated visitors are not able to check out books; however, they may request to use library materials and online resources while in the library building.

All guests are asked to limit computer use to one hour, so that all visitors have an opportunity for online access to research.

Printing for Guest Logins

Printing is available to all guests through the purchase of a "guest pass". There is a kiosk 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:

“Freedom of expression and an open environment within which to pursue scholarly inquiry and to share information are encouraged and supported at the University. While Salve Regina rejects censorship, behavior that constitutes misconduct will not be protected. Such behavior includes, but is not limited to use of, the University's information technology resources in connection with child pornography, harassment of any kind, copyright infringement, theft, unauthorized access and other violations of the law.”

Full policy: <https://salve.edu/information-technology/policies>

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 that violate this policy to leave the building.