



# POLICY AND PROCEDURE

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<b>TITLE:</b>	<b>Library Public Use Policy</b>
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## **POLICY STATEMENT:**

Recognizing that the primary mission of the Hoffman Family Library is to provide high-quality materials and services to Goodwin University students, faculty and staff, the library limits use by the public. Use of computers, printers or library physical space by members of the public is not allowed.

## **PROCEDURE DETAILS:**

The Hoffman Family Library limits use by the public as follows:

- Members of the general public that need to use the Library's **print materials** are welcome to do so by *prior appointment only*; please contact the library staff at 860-913-2042 to make arrangements
- Researchers interested in working with the library's Special Collections, including the Haley and King collections, should email [SpecialCollections@goodwin.edu](mailto:SpecialCollections@goodwin.edu) for guidelines on requesting access. Please note: the library's Special Collections are not housed on site and are never available on a walk-in basis
- Guests of Goodwin University students, faculty and staff are welcome while accompanied by a University community member
- Family members of prospective students who are on campus are welcome after registering as "visitors" at the front desk

## **PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

## **DEFINITIONS:**

NA

## **EXCLUSIONS:**

Current residents of Goodwin-owned housing (i.e., King Court) are welcome to use the library as members of the Goodwin Community.

## **OFFICES DIRECTLY AFFECTED BY THE POLICY:**

- Library
- Security

**HISTORY:** (1) The policy was created on March 31, 2018 (2) The Cabinet approved Policy on August 8, 2018  
Reviewed on August 29, 2019 by Susan Hansen. Updated with new logo / University January 2020

<b>EFFECTIVE DATE:</b>	August 23, 2018
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Hoffman Family Library/Director of Library Services
<b>REVIEW DATE:</b>	Annually