



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:	Library Public Use Policy
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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 College 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 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 college students, faculty and staff are welcome while accompanied by a college 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):

- | | |
|---|---|
| <input type="checkbox"/> COLLEGE CATALOG | <input type="checkbox"/> STAFF HANDBOOK |
| <input type="checkbox"/> FACULTY HANDBOOK | <input type="checkbox"/> 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

EFFECTIVE DATE:	August 23, 2018
RESPONSIBLE OFFICE (ONLY ONE):	Hoffman Family Library/Director of Library Services
REVIEW DATE:	Annually (January – March)