Library Policies

No food, drink or loud music will be allowed in the library!!!

The following areas close 15 minutes before closing time:

- circulation check-out
- computer labs
- stacks

GENERAL CIRCULATION POLICIES

- To check out materials, the borrower must present a valid TU ID card and be registered in the Library System.
- Unregistered borrowers may register at the Circulation Desk.
- Only the person with a registered ID card is allowed to borrow materials on his or her card.

Borrower Privileges

- TU Undergraduate and Graduate students must have a valid TU ID card for the current semester and be registered in the Library System.
- TU Faculty and Staff must have a TU ID card and be registered in the Library System.
- Persons not associated with the University are not eligible for borrowing privileges.

Circulating Items (books)

- 30 days for undergraduate and graduate students
- 30 days for faculty and staff
- A semester loan may be obtained for University Faculty
- Students, staff, and faculty may check out a total of 10 books
- Notices are sent to borrowers as a courtesy. Failure to receive a fine or overdue notice does not relieve the borrower of responsibility.

Non-Circulating Items

Periodicals, reference books, and Washington Collection/Rare Books are designated as non-circulating. These do not normally circulate outside the Library. Items can be read or copied in the Library.

Fines

Books-------25 cents per day, per book
Patrons who have accumulated $3.00 in fines will be blocked from borrowing additional library materials.

Reserve

- 2-Hour Reserve: A valid TU ID must be presented. Items do not circulate outside the library. Materials must be read in the Reserve Room or photocopied in the library.
- Overnight: Materials may be checked out overnight with permission from Instructors.

CELLULAR PHONE USAGE

In order to provide an environment that is conducive for learning, we require that the use of cell phones be kept to a minimum.

If you must use a cell phone, we ask that you conduct your conversations away from study and research areas and TURN OFF ringers while in the library.

To conduct cell phone conversations, please use one of the following areas:

- foyer in front of building
- hallways on all three floors

As with other disruptive behavior, failure to comply with these rules could result in sanctions being imposed:

- loss of borrowing privileges
- loss of access to the libraries

PUBLIC ACCESS WORKSTATIONS

Public Access Workstations (PAWs) are provided to access information in support of Tuskegee University's teaching and research.

PRIORITY is given to academic use for the University's students, faculty, and staff.

GUIDELINES FOR USE:

- Computers should be used for educational and informational purposes only, and not for unauthorized, illegal or unethical purposes.
- Research papers should be typed in the Computer Lab on the 3rd floor or the Computer Lab in Moton Hall.
- Users may not send, receive or display text or graphics, which may be offensive in a public setting.
- Software or other computer programs MAY NOT be downloaded from the Internet.
- DO NOT change the wallpaper/screensaver or computer settings. Please see a staff member if you have any difficulties.
- Library computers WILL NOT be used for commercial/business enterprise, or engaging in commercial activity such as the distribution of advertising.
- Remember that the Internet, like all of the Library's information sources must be shared.
- We request that you **LIMIT YOUR USAGE TO 30 MINUTES.**

ROOM RESERVATIONS

Study Room or Viewing Room

- 1st floor study room seats 12
- 3rd floor study room seats 12 - 15
- 3rd floor LRC viewing room seats 40
- LRC viewing room is equipped with TV, VCR and DVD player (please notify beforehand if you need to use this equipment so that it can be set up before class begins)
- Reservations must be made ahead of time (at least one week before the event)
- Rooms are handicap accessible
- No eating or drinking allowed
- Instructor is responsible for security of equipment during class
- Chalkboard or dry-erase board is available

Bibliographic Instruction Classroom (B.I. Lab) (20 workstations)

- Reservations must be made ahead of time (at least one week before the event).
- Projector is connected to host computer, so laptops are not encouraged for use with this projector (because of pre-configured settings and cable disconnection problems).
- Wireless network access is available in this Lab.
- Instructor will be responsible for security of lab equipment during class period.

- In case of cancelled class, instructor agrees to notify lab manager or library office.
- All software loads, installations, etc. are the responsibility of the lab manager or Campus Technology (to be requested before-hand for completion before class time).
- Users should not swap keyboard, mouse, or change system settings on lab machines.
- Class must abide by Lab Policies and Procedures and adhere to time scheduled.
- A temporary logon code is available for this lab, although users still need to acquire their own personal username and password from Campus Technology in Wilcox B building.
- Instructor must accompany class.
- Dry-erase board and laser pointer available.
- No food or drink allowed in the Lab.

Library Computer Lab (42 workstations)

- This lab can only be reserved if the B.I. Lab cannot accommodate the large class size or is not available.
- Instructor will be responsible for security of laptop and lab equipment during class period.
- If using Lab laptop, it must be turned back in to lab manager at end of class period to be secured.
- In case of cancelled class, instructor agrees to notify lab manager or library office.
- All software loads, installations, etc. are the responsibility of the lab manager or Campus Technology (done outside of class time).
- All students in class must secure their own personal username/password before class time.
- Users must not tamper with, or change system settings on lab machines.
- Class must abide by Lab Policies and Procedures.
- Class must adhere to time scheduled.
- Dry-erase board and laser pointer are available.
- No food or drink allowed in the Lab.

These policies provide guidance in all aspects of appropriate use and are under regular review and revision