



Community Use Policy

Mission

The primary mission of the Grace Hauenstein Library is to support the teaching, research and public service programs of Aquinas College. While AQ students, faculty and staff have priority in the use of materials and services, the Library recognizes its responsibility to serve the local community.

Please note:

All children under the age of 12 must be accompanied and supervised at all times by an adult. Children may not be left unattended. Unattended children under the age of 12 will be placed in the custody of Campus Safety or a staff member until a parent or legal guardian arrives to assume responsibility for them.

In House Use of Library Materials

Most books, periodicals and other materials in the Library may be used by members of the general public.

Community User Cards

Residents of Michigan may secure borrowing privileges by acquiring a MichiCard sticker on their home library card. There is no charge.

Loan periods:

Books may be checked out for 21 days.

Loan Policies:

Maximum number of items allowed to be borrowed concurrently: 10

Maximum number of renewals: 1 per item

Borrowing is not permitted:

From Special, Archives, Reference and Media collections. Periodicals do not circulate.

Fines:

Overdue fines: \$.25 per day

Cause for suspension of library privileges:

1. 10 or more items overdue concurrently
2. \$15 or more owed the Library in bills or fines
3. Not returning overdue items which have been recalled

Renewals:

Renewals may be done over the phone, or in person at the Library, if no students, staff or faculty have placed a hold on the item(s).

Interlibrary Loans

Interlibrary loan services are not available to community users.

Reference Services

Reference and other information services are provided to all patrons on a first-come, first-served basis. However, at all times, priority is given to AQ students and faculty. Short reference questions are answered by telephone as time permits. In-house users are given priority.

Instruction

Instruction in the use of Library resources is available only to College classes.

Electronic Resources

AQ students, faculty, and staff have priority in the use of the Library's Internet and related electronic products. Four computers limited to library research are available to community users in the Reference Computer Lab. No log-in is necessary.

You must be at least 18 years of age, or have a parent or guardian with you, to independently use a computer.

Users must have some form of legal ID to show if asked.

At the discretion of librarians, community users interested in more access may be logged-in to non-restricted computers. Among community users, priority will be given to Aquinas affiliated community members, such as alumni, emeritus faculty, etc.

However, **community users may be asked to relinquish use of Library computers in order to allow AQ users access.** Certain databases and software programs are not available to community users due to licensing agreements. Remote access to the Library's databases is not available to community users.

Library staff may recommend that community users go to a public library if the patron anticipates or demonstrates long-term and/or intensive use that is not related to Aquinas College. This referral may be made at the discretion of the designated library employee at the time of the log-on request.