

Worcester Art Museum Library Use Policy

1. General Guidelines

- Admission to the library is **free** of charge.
- Food and drink are **not** permitted.
- Backpacks are **not** permitted. Please use the lockers at Guest Services.
- Please use **pencils** only.
- Access to the mezzanine and stacks is restricted to library staff.

Policies on noise level:

- The library may become an active learning environment at any time. This means that patrons will not be “shushed” for having conversations etc.
- Please take all cell phone conversations outside.
- Library staff have the right to request patrons to reduce noise level if it becomes overwhelming or disruptive to other library users.

2. Circulation

- Full-time professional staff may check out library materials for a **1-year period**, with renewals on a case-by-case basis.
- Part-time staff & docents may check out library materials for a **two-month** period, with renewals on a case-by-case basis.
- Holy Cross faculty & students: HC borrowers need to present their HC ID. Borrowing periods are the same across campus libraries. Books may be returned to Dinand.
- General researchers: Books **do not** circulate to general researchers. However, we do lend books through the inter-library loan program. Check with your local public library or home institution library for more information.
- The following collections **do not** circulate:
 - Reference books
 - Higgins collection books
 - Rare Books
 - Folios and elephant folios
 - Periodicals
 - One person shows
- All library materials are subject to recall **at any time**.
- Because of the specialized nature of the WAM Library, the staff reserves the right to limit the books that are checked out with regard to price, fragility, or uniqueness.

3. Technology

- Free Wi-Fi is available throughout the Museum. There is no password required.
- Two public terminals are available in the library reading room for patrons to use.
- Two printers are available for patrons to use (black and white and color).
- Patrons may use their own devices to take photographs for personal research purposes.
 - The library has a Juststand V2e available to assist with photographing material.

All policies are at the discretion of library staff