

1. General Guidelines

- Admission to the library is **free** of charge.
- Appointments may be made outside of library hours, or for one-on-one research assistance from a librarian.
- Food and drink are **not** permitted.
- Backpacks are **not** allowed. Please check your belongings at Guest Services.
- Please use pencils **ONLY**

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.
- All policies are at the discretion of Library staff.

2. Circulation

- Full-time professional staff members may check out library materials from the main reading room and stack area (including quarto) for a **1-year period** with renewals on a case-by-case basis.
- Part-time staff & docents may check out library materials from the main reading room and stack area (including quarto) for a **two-month** period with renewals on a case-by-case basis.
- Holy Cross faculty & students: (see policies below) ALL HC borrowers need to present their HC ID. The librarian will make a photocopy of the card and take the borrower’s phone number and email. Books may be returned to Dinand.

<u>Policy</u>	<u>HC Student</u>	<u>HC Faculty</u>
Loan Period	Same as Holy Cross	
Renewal	Same as Holy Cross	
Daily Fine	\$.10/day	none
Max. fine/book	\$5.00	none
Lost book charge	Cost of replacement	Cost of replacement

- The following collections **DO NOT** circulate to **anyone**:
 - Reference books
 - Materials from the Higgins collection
 - Rare Books
 - Folios and elephant folios
 - Artists’ books
 - Print study books (please see the librarian, we can make special arrangements)
 - Periodicals
- 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
- Books do not circulate to the general public.

3. Technology

- Free Wi-Fi is available in the Library reading room
- 2 public terminals are available in the Library reading room for patrons to use in order to access the library's electronic resources.
- Black and white prints are \$0.15 per page and color prints are \$0.50 per page (**free** for museum staff, docents, & HC)
- Photocopies are \$0.15 per page (**free** for museum staff, docents, & HC)
- Color photocopies are \$0.50 per page. (**free** for museum staff, docents, & HC)
- Users may use their own devices to take photographs for research purposes only. The purpose of this policy is to supplement note taking, not to allow readers to create a complete personal copy

4. Paging materials

- Access to the mezzanine level of the library is restricted to library staff **only**.
- Access to the "stack room" is restricted to library staff *and* full-time professional museum staff **only**.
- Paging of rare books, folios & elephant folios, artists' books, Higgins collection, and print study books will be handled by **library staff only**.
- Library staff is happy to page any materials for you.