



Saint Martin's UNIVERSITY

Community Member and Visitor Policy – O'Grady Library

Overview

The O'Grady Library welcomes guests and researchers not affiliated with the Saint Martin's community. This policy is intended to provide general guidelines for community members as well as an overview of the resources and services available for their use. The library reserves the right to implement additional restrictions or limit community member access to various services, collections, and facilities to better serve the University's students, faculty, monastic community, and staff.

Building Access

The O'Grady Library is open to any person. Any visitors aged 14 or less must have a completed permission form signed by a parent or legal guardian, additional restrictions may apply.

The O'Grady Library is primarily used by Saint Martin's University students, faculty, monastic members, and staff. Community members are welcome to take part in the library's services as well as access its collections under the guidelines set forth in this policy. Prior to using any of the library's resources, all visitors must check in with the circulation desk with a valid photo ID.

Visitor access is only granted during the library's operating hours, and may be subject to additional restrictions. Only members of the Saint Martin's community are permitted to remain in the library after 8 p.m.

General Guidelines

All visitors to the O'Grady Library are required to follow all library and University policies. All library staff members are authorized to enforce library and university policies, with the assistance of the Office of Public Safety if necessary.

Conduct

The O'Grady Library seeks to provide a welcoming and safe environment that helps promote intellectual exploration, research, learning, and discovery. All library users, including community members, are expected to follow library staff's direction; create an environment conducive to learning; be respectful of all library resources, equipment, furniture, and facilities; and not engage in disruptive or inappropriate behavior.

Disruptive or inappropriate behavior may include, but is not limited to, the following:

- Physical or verbal abuse
- Intimidation



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- Harassment of other library patrons or staff
- Actions impeding or interfering with library operations
- Intentional damaging of equipment, materials, furniture, or facilities
- Running
- Fighting
- Being under the influence of alcohol or illegal drugs
- Smoking or vaping in all forms
- Buying, selling, or using illegal drugs or alcohol
- Violation of any state, federal, or municipal law

The O'Grady Library reserves the right to temporarily or permanently revoke a patron's access to the library and its resources at the discretion of authorized library staff.

Noise

All visitors must abide by the library's noise policy. For detailed information, see the O'Grady Library's [Food, drink, and general noise policy](#).

Wi-Fi

Wireless access is available to all community members on the University's guest network. The guest network wi-fi password is available at the circulation desk. However, access to certain licensed materials may not be available on the guest network. Visitors wishing to use licensed materials are permitted computer access on select terminals.

Study spaces

Visitors are permitted to use any available study carrel. Study rooms are only permitted for Saint Martin's University students, faculty, monastic members, and staff.

Food and drink

All visitors must abide by the library's food and drink policy. For detailed information, see the O'Grady Library's [Food, drink, and general noise policy](#).

Library services

In-person reference, research, and support services are available for all community members.



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Borrowing Materials

Monk cards

To checkout books and materials, community members must first apply for a “Monk Card”. To apply, complete and submit the following application. All Monk Cards must be renewed annually.

Loan periods

In general, community members may use their Monk Cards to check out local collection items for 6 weeks, restrictions do apply. Additional information and guidelines can be found in the O’Grady Library’s Circulation Policy.

Archives and Special Collections

Access to archival and special collection materials is by appointment only. To schedule an appointment at the Archives, visit the [Archives and Special Collections webpage](#).

Online Resources

On-site use of the library’s electronic resources is available from select computers, subject to applicable license restrictions and terms of conditions. Off-campus access to certain electronic resources is restricted to students, faculty, monastic members, and staff.

Computing and Equipment

All visitors are expected to follow all applicable University guidelines, policies, and procedures when using library computers and equipment. For more information, please see the University’s [Integrated Technology Acceptable Use Policy](#).

Microfilm and microfiche reader

Community members are permitted to use the library’s microfilm and microfiche reader. All visitors using this equipment must check out the computer terminal from the circulation desk prior to its use.

Visitor terminals

Visiting community members are permitted to access select library computers in the information commons. Visitors are limited to computer access for up to two hours per day. All visitors must check out a computer terminal from the circulation desk prior to using library resources. Additional time is subject to approval by library staff.

Printing and copying

Printing and scanning services for community members is available on select library computers. For further information, community members are advised to speak with circulation or reference desk staff. For more information on printing costs, visit the following link.



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Restrictions

[Restricted access dates](#)

The O'Grady Library restricts community member access during high-volume periods in order to best serve its students, faculty, monastic members, and staff.

[Restricted materials](#)

Community members are not permitted to check out equipment or reserves. Additionally, community members may not submit an interlibrary loan or Summit request.

Related Policies

[Circulation policy](#)

[Food, drink, and general noise policy](#)

[Privacy/confidentiality of library records policy](#)

[Integrated Technology Acceptable Use Policy](#)

Additionally, the O'Grady Library supports the following policies by the Association of College and Research Libraries and the American Library Association.

[Library Bill of Rights](#)

[Freedom to Read Statement](#)

[Freedom to View Statement](#)

[Intellectual Freedom Principles for Academic Libraries](#)

*Approved 29 March 2023.
Faculty Library Committee*