

United Lutheran Seminary Library Wentz Branch After-Hours Access Request Form

I, _____, request access to the A.R. Wentz Branch of the United Lutheran Seminary Library after normal hours of operation with the intent to utilize its space and resources solely for research and study. I understand that use of these facilities is a privilege and bears with it responsibilities to abide by all policies and practices of the seminary. I will not share my identification card and privileges are not transferrable. I will not allow anyone else to use my card nor will I use the card to admit anyone at all inside the building beside myself. I will NOT bring acquaintances, fellow Seminary students, family members, pets, etc. into the library (parents, see waiver on back).

When using the library after hours, I will always sign in and out in the spiral bound notebook on the podium near the inner set of library doors. When leaving, I will close any windows or doors I opened, turn off any lights I turned on, and make sure doors are securely closed behind me. I will leave any lights in stairwells on.

I agree that no food is allowed in the library after hours and that any drinks must be non-alcoholic and in covered containers.

I understand that circulation functions are limited during closed hours and that *general collection*, *reserve*, and *bound periodicals* may leave the building only if I have completely filled out the information requested in the "After Hours Charge Outs" paperwork found near the entrance. I also understand that *under no circumstances* are reference materials and/or current, unbound periodicals to be taken out of the library.

For any *reserve* material I remove from the shelves, I understand they are to be used solely within the library and that I must fill out the "After Hours Charge Out" binder. When I am finished using the reserve material, I must leave it on the circulation desk to be processed later by library staff.

I understand that on some occasions there may be unannounced or unexpected extenuating circumstances causing library after-hours access to be unavailable.

Finally, I realize that if I do not abide by all points of this agreement, or if I do not use equipment or facilities in a matter consistent with the general seminary policies stated in the student handbook, the A.R. Wentz regulations listed above, or any other official seminary documents, any library staff member has the right to rescind my after-hours privileges immediately for a permanent or indefinite period of time.

I will receive a photocopy of this signed form and the library staff will keep the original on file.

SIGNATURE _____ DATE _____

SEMINARY ADDRESS/DORM & ROOM _____

or

PERMANENT ADDRESS IF COMMUTER _____

TELEPHONE _____ LIBRARY BARCODE # _____

CHECKED _____ GRANTED _____ REVOKED _____

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ADDENDA FOR PARENTS OF SMALL CHILDREN

I, _____, request access to the AR Wentz Branch library after normal hours of operation with the intent to utilize its space and resources solely for research or study. I understand that use of these facilities after hours is a privilege and responsibility and I promise to abide by all policies and practices.

As a parent of a child under 14 years of age, I request permission to bring up to two of my children after hours into the library. I understand that I must be in the same room as my child at all times and that I am responsible for caring for my child when on seminary grounds. When entering the library, I will log both my name and my child's name(s) in the sign-in sheet.

I understand that this privilege may be revoked at any time if complaints are made by other members of the seminary community and that the seminary is not liable in the event of an accident.

SIGNATURE _____ DATE _____

APPROVED BY _____ DATE _____