

Woodruff Health Sciences Center Library Visitor Policy

The Woodruff Health Sciences Center Library provides a broad range of services and resources that support health sciences education, biomedical research, and clinical care for the Emory University community.

- Visitors may use library facilities and in-house collections for research and educational purposes. Visitors must sign in at the Information Desk and show a valid picture ID each day they use the library.
- Children below high school age (9th grade) must be accompanied by parents while in the library.
- Information Desk staff will assist visitors in using the library's facility and resources as time permits.
- Visitors are permitted during all library hours and are asked to leave 15 minutes prior to closing. Limitations may be required during university established reading periods and final exam periods.

Visitor Behavior

To maintain an environment that best serves all library users, visitors should not engage in disruptive behavior. ***Failure to comply may result in immediate dismissal from the library.*** These behaviors include:

- Talking on cell phones while inside the library – put phones on vibrate.
- Sleeping at study carrels, tables, or computer workstations.
- Making inappropriate comments, using inappropriate language or excessive noise level.
- Playing music others can hear - use headphones at appropriate volume.
- Removing shoes or clothing.

Visitor Computer Use

Computers in the library are for use by Emory University students, faculty, and staff and require an Emory network ID and password to login. Two library computer workstations are designated for visitor use. Information Desk staff will log users on to the computers. There is a 30-minute time limit at visitor workstations if others are waiting. These PC workstations provide:

- Internet Explorer, Firefox, and Chrome
- Microsoft Office
- Microsoft Adobe Acrobat
- Access to most Emory-licensed databases and resources

Every individual is responsible for practicing safe computing when using Emory's networked resources. Access to and utilization of computers, networks, and software applications is a guest privilege. The Information Technology Conditions of Use Policy documents the responsibilities that accompany this privilege. <http://policies.emory.edu/5.1>

Wireless access is available for visitors; login is via EmoryGuest.

Printing/Copying/Scanning

Photocopiers, printers, and scanners are available in the library. A copy card is required for printing and recommended for copying. Cards may be purchased at the Information Desk for \$5 cash only.

- Black & white printing and copying: single-sided: \$.07 per sheet, double-sided: \$0.05 per page
- Color printing and copying: single-sided: \$0.30 per page, doubled-sided: \$0.20 per page
- A coin-operated photocopier machine is also available; cost is \$.25 per sheet.
- Scanning to email is free.
- Assistance with printing/copying/scanning is available at the Information Desk.

Visitor Borrowing Privileges

The following services are not available to visitors:

- borrowing of library materials (i.e. books, journals, laptops)
- placing of holds and recalls
- interlibrary loan
- use of group-study rooms and technology viewing areas.

Alumni, affiliates, and authorized users from ARCHE and GETS institutions have limited borrowing privileges. Please visit the Library's website to review those policies:

<http://health.library.emory.edu/services/borrowing.html>

NOTE: This visitor policy does not apply to branch libraries.

Branch libraries on the Grady campus and at Emory Hospital, Emory Midtown, John's Creek and St. Joseph's are for the exclusive use of those employees, medical students, and residents. The Branch libraries are governed by policies of the institutions in which they reside.

Effective December 2017