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, generally for limited periods of time depending on individual need. Visitors are asked to sign in at the Information Desk and show a valid picture ID each day they use 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.

Children must be accompanied by parents at entrance and while in the Library.

**Visitor Behavior**

To maintain an environment that best serves all library users, visitors should not engage in disruptive behavior. 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 or using inappropriate language.
- Playing music others can hear - use headphones at appropriate volume.
- Loitering.
- Removing shoes or clothing.
- Using computers other than those designated for visitors.

*Failure to comply may result in immediate dismissal from the library.*

**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 provide the password. There is a 1 hour time limit at Visitor workstations, if others are waiting. These PC workstations provide:

- Internet Explorer and Firefox browsers to search the Internet
- OpenOffice for word processing, spreadsheets, presentations, graphics, etc.
- Adobe Acrobat to view PDF files
- Select multimedia players

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**

For the on-site use of library materials, photocopy machines, printers, and the downloading of electronic data to personally supplied devices are available options.

A copy card is required for printing and recommended for copying. The card may be purchased in the Photocopy Office or at the Information Desk; value must be added to the card at the deposit machine. See Information Desk staff for assistance.

**Costs:**

Black & white single-sided: $.15 per sheet  
Black & white double-sided: $.30 per sheet

Color single-sided: $.50 per sheet (printing only)  
Color double-sided: $.75 per sheet

A coin-operated photocopy machine is also available; cost is $.25 per sheet.

**Locations**

Printers and copiers are located on both levels. Assistance with printing 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.

Borrowing of books or other library materials is limited to Emory faculty, staff, students. Alumni, affiliates, and authorized users from ARCHE institutions have limited privileges.

**ARCHE**

The ARCHE Interlibrary Use policy allows faculty, staff and students of member institutions to borrow from the collections of other ARCHE libraries to supplement the resources of their own library. Permission to borrow from another library is a privilege granted by the home library for a specific period
of time. An ILU card may be issued by authorized staff of an ARCHE member institution to faculty, staff, and students in good standing. Requests for Interlibrary Use are reviewed on a case-by-case basis by the home library. Each library is expected to meet the normal demands of its patrons and reserves the right to establish its own regulations governing the use and circulation of materials. See ARCHE website for detail http://www.atlantahighered.org/

ALUMNI

Emory alumni residing in the metropolitan Atlanta area may borrow books for two weeks. Alumni should secure an Alumni card from the EmoryCard Office prior to coming to the library for checkout.

AFFILIATES

Emory affiliates include employees of CDC, Children’s Healthcare, Grady Hospital, and VA hospital. Employees of an affiliated institution may borrow books upon presentation of a valid ID card issued by the affiliate institution and completion of a registration form at the Information Desk.

Consult the Health Sciences Center Library website for details about borrowing.

NOTE: This visitor policy does not apply to branch libraries. Branch libraries on the Grady campus and at Emory Hospital and Emory Midtown are for the exclusive use of Grady Hospital, Emory University, and Emory Healthcare employees, medical students, and residents. The Branch libraries are governed by policies of the institutions in which they reside.

Effective October 2011