**The University of West Alabama**

**Julia Tutwiler Library**

**Visitor Policy**

The Julia Tutwiler Library provides services primarily to faculty, staff, and university students in support of their research and intellectual pursuits related to the University of West Alabama. Service is also provided to the local community when possible.

A visitor is anyone who is not a student, faculty member, or staff member of the University of West Alabama, including children of any ages.

**Registration**

1. Visitors must register at the Circulation Desk and receive a visitor’s pass.
2. Visitors eighteen years old and older must present a picture I.D.
3. Visitors must sign out at the Circulation Desk upon leaving the Library and return the visitor’s pass.

**Age Limitation**

1. A parent or responsible adult must accompany children under the age of twelve.
2. Children under the age of 18 must be accompanied by a responsible adult in order to use the public computer work stations.
3. Children under the age of 18 must be accompanied by a responsible adult in order to access materials on the second floor.
4. Children are not permitted in the computer lab.

**Borrowing Materials**

1. Local borrowing cards are issued to adults only, and parents must check out materials for their children.
2. Local patrons may check out only two books at a time.
3. Picture identification as well as a borrower’s card must be presented before a book can be checked out.

**Computer Users –**

1. Parents are responsible for material accessed by children under the age of 18 and must sit where they can see the child’s computer monitor.
2. Visitors may use computer workstations unless they are needed by university students.
3. Visitors may not use the computers in the computer lab
4. Computers are for research purposes only.
5. Visitors must comply with all university and library computer and Internet use policies-see web sites below.
 http://www.uwa.edu/UWA\_Internet\_Usage\_Policy.aspx.

**No Person Shall:**

Bring weapons or firearms into the building.

Endanger the safety of any other person.

Willfully annoy or harass another person.

Damage or deface Library property.

Improperly remove materials or equipment from Library.

Engage in loud conversations, nor use profane, obscene, or injurious language.

Be in a state of intoxication.

Enter or remain in the Library without wearing shirt or shoes.

Interfere with other Library patrons’ use of the facility.

Make solicitations for any reason.

Use tobacco in the Library.

Violate any University or Library policy.

Violate any federal, state, or local laws.

Persons violating these guidelines may be asked to leave the premises. The privilege to use the Julia Tutwiler Library can be revoked if visitors do not follow the rules and regulations.

I understand the above policy and will abide by it.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_