Library Policies

No food, drink or loud music will be allowed in the library!!!

The following areas close 15 minutes before closing time:

- circulation check-out
- computer labs
- stacks

GENERAL CIRCULATION POLICIES

- To check out materials, the borrower must present a valid TU ID card and be registered in the Library System.
- Unregistered borrowers may register at the Circulation Desk.
- Only the person with a registered ID card is allowed to borrow materials on his or her card.

Borrower Privileges

- TU Undergraduate and Graduate students must have a valid TU ID card for the current semester and be registered in the Library System.
- TU Faculty and Staff must have a TU ID card and be registered in the Library System.
- Persons not associated with the University are not eligible for borrowing privileges.

Circulating Items (books)

- 30 days for undergraduate and graduate students
- 30 days for faculty and staff
- A semester loan may be obtained for University Faculty
- Students, staff, and faculty may check out a total of 10 books
- Notices are sent to borrowers as a courtesy. Failure to receive a fine or overdue notice does not relieve the borrower of responsibility.

Non-Circulating Items

Periodicals, reference books, and Washington Collection/Rare Books are designated as non-circulating. These do not normally circulate outside the Library. Items can be read or copied in the Library.

Fines

Books-------25 cents per day, per book
Patrons who have accumulated $3.00 in fines will be blocked from borrowing additional library materials.

Reserve

- 2-Hour Reserve: A valid TU ID must be presented. Items do not circulate outside the library. Materials must be read in the Reserve Room or photocopied in the library.
- Overnight: Materials may be checked out overnight with permission from Instructors.

CELLULAR PHONE USAGE

In order to provide an environment that is conducive for learning, we require that the use of cell phones be kept to a minimum.

If you must use a cell phone, we ask that you conduct your conversations away from study and research areas and TURN OFF ringers while in the library.

To conduct cell phone conversations, please use one of the following areas:

- foyer in front of building
- hallways on all three floors

As with other disruptive behavior, failure to comply with these rules could result in sanctions being imposed:

- loss of borrowing privileges
- loss of access to the libraries

PUBLIC ACCESS WORKSTATIONS

Public Access Workstations (PAWs) are provided to access information in support of Tuskegee University's teaching and research.

PRIORITY is given to academic use for the University's students, faculty, and staff.

GUIDELINES FOR USE:

- Computers should be used for educational and informational purposes only, and not for unauthorized, illegal or unethical purposes.
- Research papers should be typed in the Computer Lab on the 3rd floor or the Computer Lab in Moton Hall.
- Users may not send, receive or display text or graphics, which may be offensive in a public setting.
- Software or other computer programs MAY NOT be downloaded from the Internet.
- DO NOT change the wallpaper/screensaver or computer settings. Please see a staff member if you have any difficulties.
- Library computers WILL NOT be used for commercial/business enterprise, or engaging in commercial activity such as the distribution of advertising.
- Remember that the Internet, like all of the Library's information sources must be shared.
- We request that you **LIMIT YOUR USAGE TO 30 MINUTES.**

ROOM RESERVATIONS

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- In case of cancelled class, instructor agrees to notify lab manager or library office.
- All software loads, installations, etc. are the responsibility of the lab manager or Campus Technology (to be requested before-hand for completion before class time).
- Users should not swap keyboard, mouse, or change system settings on lab machines.
- Class must abide by Lab Policies and Procedures and adhere to time scheduled.
- A temporary logon code is available for this lab, although users still need to acquire their own personal username and password from Campus Technology in Wilcox B building.
- Instructor must accompany class.
- Dry

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