

ACADEMIC AND FACULTY AFFAIRS

Effective Date: December
16, 2011

Date Revised: October 28,
2013

Supersedes:

Related Policies:

Responsible
Office/Department:
University Libraries

Keywords: Libraries;
Library; Library access;
Public library use

Policy on Snell Library Public Access

I. Purpose and Scope

The Northeastern University Libraries support the teaching, research, and administrative needs of the faculty, students, and staff of Northeastern University. Library staff are committed to maintaining a high-quality study and research environment and protecting the rights of users. Within this framework, access to Snell Library is available on occasion to those members of the public who show a demonstrated need to use its resources. This document lays out and clarifies the policy for use of the facility and collections by members of the public.

II. Definitions

The Northeastern community includes faculty, students, staff, affiliated programs, and alumni with a valid Husky I.D. card. "Members of the Public" refers to any person who is not a part of the Northeastern community.

III. Policy

Members of the public in the following categories may be granted access to Snell Library during regular business hours:

Consortial Members. Members of the public who are affiliated with an institution within the Boston Library Consortium or another reciprocal institution (New England Conservatory, Hebrew College) are welcome and are afforded borrowing privileges. To access these

privileges, they must present a valid ID from their home institution to register at the Library's security desk.

Members of the Public – Members of the public doing university level research who need temporary access not readily available at their institution or public libraries, may apply for a personal Researcher pass by submitting an online application (link to web form) or by requesting an application form at the Library's entrance security desk. The Head of Access Services or his/her designee, will review the application within 3 days to determine whether the applicant's research need meets the above criteria. Applications should normally be submitted 1 week in advance of the need. Applicants will be notified of the disposition of their application, and informed of the privileges granted and their duration. The library will also grant a research pass to those bearing letters of introduction from their home institution or public library describing a similar need. The pass may be extended by the Head of Access Services if needed. Holders of a Research pass must show the pass and a valid ID to sign in as they enter the library.

Archives Researchers – Researchers wishing to use the Northeastern University Archives and Special Collections should submit an application form for an Archives pass 7 days in advance of their visit. Applications will be reviewed by Archives staff, and researchers will be notified of their application status within 3 business days. Walk-in researchers are welcome during the Archives' business hours. (link to hours) The security desk/Circulation staff will notify the Archives of walk-in researchers, and an Archives staff member will escort the researcher to the Archives where staff will determine the legitimacy of their research needs. Permission is granted subject to all restrictions placed on the material by the University or the donor. Researchers will be issued an Archives pass for the day; such passes may be reissued daily to individuals without limit and can only be used during the Archives' hours of operation.

Guest Policy – During library open hours, members of the NU community will be allowed to bring guests. There will normally be a maximum of two guests allowed per NU ID Card holder per visit. Guests will be required to sign in and will be issued a guest pass valid for that day only. For prospective students, and family members of NU ID Card holders, the maximum limit on the number of guests will not apply. Guest passes will also be issued to those attending library programming events such as the Meet the Author Talks.

Students from the Community – A teacher from a local school may arrange ahead of time with the Head of Access Services (617-373-8778) to escort a class to the library for a research assignment. S/he may also write a note for individual student(s) to have limited library access for projects that cannot be done at the Boston Public Library. Only the student(s) covered by the note will be issued a day pass and be admitted to Snell Library. Students must behave

respectfully in a manner appropriate to a university research library and observe all policies of Northeastern University and Snell Library. These include the Appropriate Use of Computer and Network Resources Policy http://www.northeastern.edu/infoservices/?page_id=97

Holders of Corporate Cards – Through the Library’s Dean’s Office, a company may apply for a yearly Corporate Card at an annual cost of \$500. The card may be used by one employee at a time for access to Snell Library. Limited borrowing privileges are included. (link to information)

Friends of Snell Library – Members receive a *Friends of Snell Library Pass* either in person or in the mail upon making their initial annual gift. Friends may access Snell Library during regular service hours by presenting a photo ID and their Friends Pass.

<http://library.northeastern.edu/about/giving/friends-of-snell-library>

Use of Public Workstations

Computer workstations are available to members of the public holding Research passes for legitimate research purposes. The time limit on use of public workstations is normally two hours; on occasion, this may be extended.

Users of university workstations within the library must follow the Appropriate Use Policy issued by Northeastern University Information Services (http://www.northeastern.edu/infoservices/?page_id=97) This policy prohibits the use of public workstations for illegal, unethical or inappropriate means, including the viewing of pornographic or violent content. Users must ensure that the viewing of Internet sites does not harm the workstations or the Northeastern network. The university reserves the right to block harmful or inappropriate sites and to monitor all use of university computers. There will be zero-tolerance within the library for failure to comply with the Appropriate Use Policy.

Available Library Services

- Members of the public granted access to the library may request directional and other services offered at the information/reference desk; however, in-depth research consultation services are generally not available to members of the public.
- Borrowing privileges are generally not available to members of the public, though requests for specific items may be placed through the individual’s public library.
- Public access to licensed electronic resources is governed by legal licensing agreements, and is available only within the Snell Library.

IV. Additional Information

Disputes between members of the public and the library staff should be referred first to the Head of Access Services, and then to an Associate Dean or the Dean of Libraries.

V. Contact Information

For more information, contact the Snell Library Access Services Department at (617) 373-8778.