Wilson Library External User Policy

Purpose of policy: To ensure the safety and security of our patrons and the availability of resources to Nyack/ATS students and faculty.

External Users: An individual or group (not a current member of the Nyack/ATS administration, faculty, staff or students) who desires to use Wilson Library.

To register as an External User of the library, the following requirements must be met:

1. Complete an External User Registration form (located at www.nyack.edu/library) and submit to Wilson Library staff.
2. Contact Wilson Library staff to schedule a time to use Wilson Library.
3. The librarian will complete a day pass with the individual’s or group’s name and date of visit, and leave it at the Security desk. The security officer will contact the librarian upon the visitor(s) arrival.
4. The external user will need to bring a copy of his or her legal Photo ID (Passport or driver’s license) and provide a letter from the administration or faculty of his/her institution or organization identifying the nature and expected duration of the research requirement.
5. A pastor with a group of students must contact a librarian in advance for an arrangement and then follow steps 1 – 4 listed above.

Services Available to External Users:

- In-house use of library print resources including journals and reference materials; access to reference services; and use of photocopiers.
- One public library computer is available for access to the online catalog and online resources for external users. (Library staff reserve the right to restrict additional computer access if they are needed by Nyack/ATS students, faculty or staff.
- External users desiring borrowing privileges have the option of paying a $50 annual fee which allows them to borrow five concurrent items (excluding audio/CD’s/DVD’s) for twenty-one days with one renewal. Interlibrary loan is limited to current Nyack/ATS students, faculty or staff.
- External users are expected to observe all library rules and regulations. Wilson Library staff retains the right to amend the above usage guidelines without notice.

Alumni and External Ministers are exempt from the membership fee and may borrow a maximum of ten items (excluding audio/CD’s/DVD’s) for twenty-one days with one renewal.

Additional borrowing policies can be found on the “About Us-Policies” Link at http://www.nyackcollege.edu/library/page/Policies
EXTERNAL USER REGISTRATION

Please complete the following information regarding your research requirement. Please note that a letter will be required from your institution or organization, confirming the nature and expected duration of the research requirement, along with a copy of your driver’s license, or other photo identification. Please submit the letter and completed form to Wilson Library staff. Thank you.

Individual name:___________________________________________________

Institution, Church or Organization name:___________________________________________

Phone number: (office)______________________

(home)______________________

(cell):_______________________

Address:______________________________________________________

Email address:_______________________ Fax number:_________________

Description of research requirement:

Expected duration of research requirement:______________________________

Date of application:_________________________________________________

Applicant’s signature:_______________________________________________

Date approved:_____________________

Approved by:___________________________