

EASTERN UNIVERSITY

WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/Warner Memorial library	
SUBJECT: Community / Alumni User Policy	Page 1 of 3
Policy Number:	Supersedes: August 2024
Effective Date: February 2026	Previously Issued: August 2024

1. Alumni:

- A. Alumni of Eastern University and Palmer Theological Seminary are welcome to visit Warner Memorial Library. An appointment must be arranged before visiting the library. Please note that access to the library is restricted after 5pm weekdays and on weekends to Eastern University ID card holders.
- B. Alumni have book borrowing privileges at Warner Library and will need proof of their alumni status to take out books. Alumni may borrow up to 10 books with 1 renewal. Loan period for books is 4 weeks. Alumni do not have access to library computers, digital resources, or media.
- C. Alumni may use the campus guest wifi on their own electronic devices. For further information see: <https://www.eastern.edu/about/offices-centers/information-technology/wireless-access-setup>
- D. Alumni have off-campus access to “ATLA Serials for Alumni.” Login information is available by contacting the Information Desk: reference1777@eastern.edu or 610.341.1777

2. Area clergy:

- A. Area clergy are welcome to visit Warner Memorial Library. An appointment must be arranged before visiting the library. Please note that access to the library is restricted after 5pm weekdays and on weekends to Eastern University ID card holders.
- B. A visitor borrowing card will be issued to checkout materials. The card is valid for one year and may be renewed.
- C. Area clergy may borrow up to 10 books for a loan period of 4 weeks. Books may not be renewed. Area clergy do not have access to library computers, digital resources, or media.
- D. Area clergy may use the campus guest wifi on their own electronic devices. For further information see: <https://www.eastern.edu/about/offices-centers/information-technology/wireless-access-setup>

3. TCLC/SEPTLA/PALCI:

- A. Students and instructors from TCLC/ SEPTLA/ PALCI institutions may borrow books by presenting a valid school ID and borrowing letter from the institution. An appointment must be arranged before visiting the library. Please note that access to the library is restricted after 5pm weekdays and on weekends to Eastern University ID card holders.
- B. A borrowing account will be created for the semester indicated on the borrowing letter. To borrow in subsequent semesters, users must provide a new borrowing letter and renew their account each semester.
- C. TCLC/ SEPTLA/ PALCI members may borrow up to 10 books for a loan period of 4 weeks. Books may not be renewed. TCLC / SEPTLA / PALCI members do not have access to library computers, digital resources, or media.
- D. TCLC, SEPTLA, or PALCI members may use the campus guest wifi on their own electronic devices. For further information see: <https://www.eastern.edu/about/offices-centers/information-technology/wireless-access-setup>

4. Messiah University Students/Faculty:

- A. Eastern University library has reciprocal borrowing privileges with Messiah University library. Borrowers must show a valid Messiah University ID. An appointment must be arranged before visiting the library. Please note that access to the library is restricted after 5pm weekdays and on weekends to Eastern University ID card holders.
- B. Warner Library staff will create an account for Messiah University borrowers. Messiah affiliates may borrow up to 10 books for a loan period of 4 weeks. Books may not be renewed. Messiah affiliates do not have access to library computers, digital resources, or media.
- C. Messiah affiliates may use the campus guest wifi may use the campus guest wifi on their own electronic devices. For further information see: <https://www.eastern.edu/about/offices-centers/information-technology/wireless-access-setup>

5. Friends of the Library:

- A. Individuals who don't qualify for the above criteria may join Friends of the Library at \$50 per year. An appointment must be arranged before visiting the library. Please note that access to the library is restricted after 5pm weekdays and on weekends to Eastern University ID card holders.
- B. Friends of the Library may borrow up to 10 books for a loan period of 4 weeks. Books may not be renewed. Friends of the Library do not have access to library computers, digital resources, or media.

- C. Former Friends whose membership has expired must renew their membership before borrowing books.
- D. Friends of the Library may use the campus guest wifi on their own electronic devices. For further information see: <https://www.eastern.edu/about/offices-centers/information-technology/wireless-access-setup>

6. Community guests (No borrowing privileges):

- A. Community guests are welcome to visit Warner Memorial Library at the St. David's campus by appointment. Community guests must present a valid photo ID. Please note that access to the library is restricted after 5pm weekdays and on weekends to Eastern University ID card holders.
- B. Community guests may use the library for reading, study, and on-site browsing of collections. Borrowing privileges are not granted to community guests. Community guests do not have access to library computers, digital resources, or media.
- C. Community guests may use the campus guest wifi on their own electronic devices. For further information see: <https://www.eastern.edu/about/offices-centers/information-technology/wireless-access-setup>