

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:
Effective Date: December 1, 2021	Previously Issued:

1. Alumni:

- A. Alumni of Eastern University and Palmer Theological Seminary are welcome to visit Warner Memorial Library at the St. David's campus. Please contact the library to schedule your visit. The building is now card-key access during open hours.
- B. Alumni have book borrowing privileges at Warner Library and will need their EU or PTS ID card to verify their alumni status and to take out books. If you no longer have your ID card, we can issue you a guest card. Alumni may borrow up to 10 books with 1 renewal possible. Loan time for books is 4 weeks. Alumni may not borrow media of any kind, nor access the paid subscription databases.
- C. Alumni have off-campus access to ATLA Serials for Alumni. Login information is available by contacting the Information Desk: reference1777@eastern.edu
- D. As part of Eastern University's security measures, computers are not available to alumni. They may use the campus guest wifi to connect to the Internet on their own electronic devices.

2. Area clergy:

- A. Area clergy are welcome to visit Warner Memorial Library at the St. David's campus. Please contact the library to schedule your visit. The building is now card-key access during open hours.
- B. A visitor card will be assigned to you upon arrival in order to checkout materials. It is good for one year and can be renewed.
- C. Clergy may borrow up to 10 books for a loan time of 4 weeks. Books must be returned within that time period. Books may not be renewed. Area clergy may not borrow media of any kind, nor access the paid subscription databases.
- D. As part of Eastern University's security measures, computers are not available to area clergy. They may use the campus guest wifi to connect to the Internet on their own electronic devices.

3. Friends of the Library:

- A. A borrower who doesn't meet any of the above criteria may join Friends of the Library at \$50 per year.
- B. An expired Friend who wants to borrow books must renew membership.
- C. Friends of the Library members may borrow up to 10 books for a loan time of 4 weeks. Books must be returned within that time period. Books may not be renewed. Friends of the Library may not borrow media or any kind, nor access the paid subscription databases.
- D. As part of Eastern University's security measures, computers are not available to the Friends of the Library. They may use the campus guest wifi to connect to the Internet on their own electronic devices.

4. TCLC/SEPTLA/PALCI:

- A. A student or instructor in a TCLC / SEPTLA / PALCI related institution may borrow books when they present a borrowing letter from his/her school and show a valid school ID. They must contact the library and make an appointment to come in.
- B. An account will be set up for the semester the student/faculty wishes to the library. Library staff will use the borrowing letter and ID to set up an account.
- C. The user must renew their account with a new letter each semester they wish to come to Warner Library.
- D. TCLC / SEPTLA / PALCI members may borrow up to 10 books for a loan time of 4 weeks. Books must be returned within that time period. Books may not be renewed. TCLC / SEPTLA / PALCI may not borrow media or any kind, nor access the paid subscription databases.
- E. As part of Eastern University's security measures, computers are not available to members of TCLC, SEPTLA, or PALCI. They may use the campus guest wifi to connect to the Internet on their own electronic devices.

5. Cabrini and Messiah students/faculty:

- A. Eastern University has library reciprocal borrowing privileges with Cabrini and Messiah Universities. Borrowers must show a valid ID from his/her school.
- B. They must contact the library and make an appointment to come in. The building is now card-key access during open hours.
- C. Warner Library staff will create an account for borrowers. Borrowers will need to show their school ID each semester they plan to use Warner Library.
- D. Cabrini and Messiah members may borrow up to 10 books for a loan time of 4 weeks. Books must be returned within that time period. Books may not be renewed. Cabrini

and Messiah members may not borrow media or any kind, nor access the paid subscription databases.

- E. As part of Eastern University's security measures, computers are not available to Cabrini or Messiah members. They may use the campus guest wifi to connect to the Internet on their own electronic devices.