

Policy Number/Title:	2.5.01 Documents Patron Access
Effective Since:	04/20/2021
Last Revision Approved:	04/20/2021
Responsible Officer:	Dacus Library

1. Scope:

This policy applies to students, faculty and staff.

2. Definitions:

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3. Policy:

Winthrop University has been a member of the Federal Depository Library Program since 1896. We receive 35 percent of the information produced by the Federal Government and its agencies. The Government Documents Department is open from 8:30 – 5:00, Monday – Friday and at other times by appointment.

Dacus Library is open to Winthrop University students, faculty and staff.

The Government Documents Collection is available for free use of the general public.

4. Procedures:

- All patrons must adhere to the Dacus Library Patron Code of Conduct.
- Community patrons must have research needs that require use of the government documents collection.
- Community patrons should search the Dacus Online Catalog, call the Government Documents Department (803-323-2322, 803-323-2257) or the Reference Desk (803-323-4501) to verify that Dacus Library has the materials needed.
- Researchers are asked to call, write, or e-mail the Government Documents Department



prior to visiting the depository so that a staff member can direct them to the collection.

- Community patrons are asked to sign in and produce a photo ID before using the government documents collection.
- Patrons wishing to use the Internet to access government information are welcome to use the computers on the second floor. Many government documents are available full text from the Online Catalog. Computers are for government information only. General Internet surfing and gaming are not allowed.
- To use library materials, in addition to the government documents collection, community patrons must have an approved Research Request Application from the Dean of Library Services.
- Circulating depository materials can be checked out with a Winthrop University ID. All other patrons must request depository materials through their local library's Interlibrary Loan service. Checkout procedures for government documents follow Dacus Library Borrowing Privileges policies.

5. Resources:

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6. History of Revisions:

04/20/2021	Minor Revisions
05/01/2010	Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: