

Policy Number/Title:	2.5.02 Dacus Library User Access Policy
Effective Since:	08/25/2021
Last Revision Approved:	05/03/2021
Responsible Office:	Dean, Ida J. Dacus Library and Pettus Archives; Academic Affairs

1. Scope:

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2. Definitions:

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3. Policy:

Dacus Library primarily supports the academic research needs of the Winthrop University community by offering an extensive range of print, media, digital, and electronic resources and welcomes community users seeking on-site access to information and resources in accordance with the following policy.

In fulfillment of our primary mission to support the academic research needs of the Winthrop University community, currently enrolled Winthrop students and currently employed faculty and staff receive priority access to services and equipment; therefore, during peak hours or certain times of year, library services or spaces may be limited. Please review the procedures section of this policy for information on user groups and associated access and privileges.

4. Procedures:

All library users have in-house access to print collections, microforms, databases, and scanners, and in-house and online access to reference services, and library research guides. Winthrop Secure Wi-Fi is available to current Winthrop students, faculty, and staff. Free guest Wi-Fi is available to all other library users.

Dacus Library users must comply with the following policies:



- [Dacus Library User Code of Conduct](#)
- [Winthrop University Policy on the Appropriate Use of Information Technology Resources.](#)

Dacus Library User Access, Resources, and Services:

Winthrop University Students (currently enrolled)

Access:

- Building access during all open hours
- Off-campus access to library resources
- Access to individual and group study areas

Resources:

- Circulating materials, reserves, and devices loan with WU ID
- Printing (Color and Black & White) using WU print quota
- Desktop computers with WU student log-in

Services:

- Reference services (virtual and in-person)
- Customized one-on-one research assistance through Book-a-Librarian program
- Interlibrary Loan and PASCAL Delivers borrowing

Winthrop University Faculty (Including Adjunct Faculty)

Access:

- Building access during all open hours
- Off-campus access to library resources
- Access to all open (non-reservable) study areas

Resources:

- Circulating and non-circulating materials loan with WU ID
- Desktop computers with guest log-in or ACC account log-in

Services:

- Information literacy instruction for classes
- Hosted reserve materials upon request
- Proxy checkout services upon request
- Reference services (virtual and in-person)
- Customized one-on-one research assistance through Book-a-Librarian program
- Interlibrary Loan and PASCAL Delivers borrowing
- Loan privileges and building access for immediate family

Winthrop University Staff



Access:

- Building access during all open hours
- Off-campus access to library resources
- Access to all open (non-reservable) study areas

Resources:

- Circulating and non-circulating materials loan with WU ID
- Desktop computers with guest log-in

Services:

- Reference services (virtual and in person)
- Customized one-on-one research assistance through Book-a-Librarian program
- Interlibrary Loan and PASCAL Delivers borrowing
- Loan privileges and building access for immediate family

Winthrop University Spouses and Children of Faculty and Staff

Access:

- Building access during all open hours
- Library users under the age of 16 must remain in the company of their Winthrop affiliate
- Access to all open (non-reservable) study areas

Resources:

- Circulating materials loan with WU ID
- Desktop computers with guest log-in

Services:

- Reference services (virtual and in person)

Winthrop University Retirees

Access:

- Building access during all open hours
- Access to all open (non-reservable) study areas

Resources:

- Circulating and non-circulating materials loan with WU ID
- Desktop computers with guest log-in

Services:

- Reference services (virtual and in person)
- Interlibrary Loan and PASCAL Delivers borrowing

Winthrop University Alumni

Access:

- Building access during all open hours with current WU ID
- Access to all open (non-reservable) study areas



Resources:

- Desktop computers with guest log-in (access to library equipment may be subject to specified computers and time restrictions)

Services:

- Reference services (virtual and in person)

Winthrop University Friends of Dacus

Library

Access:

- Building access during all open hours
- Access to all open (non-reservable) study areas

Resources:

- Circulating materials loan with valid Friends of Dacus Library card
- Desktop computers with guest log-in

Services:

- Reference services (virtual and in person)

PASCAL Member Institution Students and Faculty

Access:

- Building access during all open hours with valid home institution ID plus photo ID
- Access to all open (non-reservable) study areas

Resources:

- Circulating materials loan with home institution ID and photo ID
- Desktop computers with guest log-in

Services:

- Reference services (virtual and in person)

York Technical College Bridge Students

Access:

- Building access during all open hours with WU or York Tech ID
- Access to all open (non-reservable) study areas

Resources:

- Circulating materials loan with home institution ID and photo ID using PASCAL Visiting Patron service
- Desktop computers with guest log-in

Services:

- Reference services (virtual and in person)



Community Library Users

Access:

- Building access during posted community hours
- Library users age 16 and older with photo ID
- Library users under age 16 must remain in the company of a parent or guardian
- Access to all open (non-reservable) study areas

Resources:

- Internet access with guest log-in (access on library equipment may be subject to specified computers and time restrictions; library equipment use priority is given to Winthrop Students, faculty, and staff)

Services:

- Reference services (virtual and in person)

Federal and State Depository Library Users

Access:

- Building access according to library user category defined in the Dacus Library User Access Policy
- Scheduled appointments for the depository library are requested, but on-site assistance is available during depository hours.

Resources:

- Desktop computer available for government documents research only
- Loan of circulating depository materials with a current WU ID or through affiliated library interlibrary loan request.

Services:

- Government documents reference services available during depository library hours.

5. Resources:

Visit the Dacus Library Website for additional information on library access, resources, and services.

[Dacus Library User Code of Conduct](#)

[Winthrop University Policy on the Appropriate Use of Information Technology Resources.](#)

6. History of Revisions:

05/03/2021 Minor Revisions

04/21/2021 Minor Revisions



08/01/2017 Minor Revisions
02/01/2007 Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: