

## Hartness Library Guest User Policy

Hartness Library welcomes members of the community and guests to visit the Library and register to borrow from our collection. The mission of the Hartness Library is to support the curricular and research needs of the Community College of Vermont and Vermont Tech through the provision of information resources, services, and instruction. The library is funded primarily by student tuition dollars therefore not all services are available to the public, and academic activities receive priority at all times.

### Services:

- Guests 16 or older with a photo ID may register at the circulation desk to receive a library card.
- Guests may borrow up to ten items at a time, five of which may be videos. Guest borrowers may not use interlibrary loan.
- Books are due in 28 days, videos in 14 days. Each may be renewed once if no other patron is waiting.
- The library does not levy overdue fines but will charge borrowers for replacement of items not returned. Borrowers who are chronically delinquent will have their borrowing privileges suspended.
- We will gladly field research questions as time permits, but students and faculty will have priority.
- Children under the age of 16 are welcome but must be under the supervision of an adult at all times.
- Guests may not use study or meeting rooms.

### Technology:

- To use a computer, stop by the circulation desk and a staff member will log you in.
- Using a Library computer on-site enables guests to access most video, periodical and eBook subscription resources for their personal, non-commercial use which is permitted under our vendor license agreements. Databases can be searched from off-campus as a guest but access to full-text is only available on-site.
- Because the library's computers are primarily for use by students and faculty, Guests are limited to one hour during the academic semester and two hours during breaks. When computers fill up, we will ask Guests to vacate in order of arrival.
- Guests may print or copy for a fee at one of our multifunctional machines. Rates are posted and payment is made at the circulation desk. Scanning is free.
- For wireless access, stop by the front desk for a free username and password.

### Hartness Library Code of Conduct:

- Silence your cell phones. Please go outside or move to the vestibule at either entrance to take calls.
- Do not interfere with other library users, staff, or student workers. Refrain from behavior that others might find disruptive, offensive, or intimidating. Inappropriate behavior will result in Security being called to escort you from the library.
- The library reserves the right to suspend access or privileges to any person disrupting service to the academic community subject to the Removal of Non-College Affiliated Persons from Campus policy ([Policy T206](#)).
- Guests are subject to the Vermont State College's computing conditions of use policy ([Policy 502](#)), the policy addressing harassment ([Policy 311](#)), and all other VSC policies. Failure to observe these policies may result in revocation of guest privileges.

**If you have any questions, please call 1-800-431-0025 or email [hartness@vsc.edu](mailto:hartness@vsc.edu).**