

Faculty After Hours Access to Magill Library
Registration Form

I would like to enter the Magill Library after business hours by using my ID card with the card reader at the back door (loading dock on the Library's first tier). In signing this agreement to gain access to Magill during these hours, I understand that my continued access, which is renewable annually in May, depends on my following the regulations listed below; I further understand that this access privilege may be revoked for failure to comply with these regulations. I understand that the card reader system will keep a log of who enters and exits the building, that the building will be lighted minimally at night, and that Security will have a copy of this signed form for their records.

I agree to the following access stipulations:

1. I alone will use my access privilege; I will bring no one (no pet, family member, student or research assistant, or friend) with me into the building unless they too are a faculty member who has been granted this access privilege.
2. I will not enter staff offices or work spaces, including the area behind the Loan Desk.
3. I will not remove anything from the Library without checking it out at the self-service workstation near the first-tier exit, and I will use this self-service station only when the Loan Desk is not staffed. If the checkout station is down or will not let me borrow something, I will leave it in the Library until a staff member can check it out to me during business hours.
4. I will have an orientation session with designated staff, who will show me around the building and how to check materials out. When I have completed the orientation, the Library will authorize after-hours access with Security.
5. I will confine my use of the building to the stacks, elevator lobbies, my faculty carrel, the public computer area on the second tier, and the periodical room. I accept that the building will be minimally lit when I work there off-hours. I agree that the Library and its staff are not responsible for my personal well-being if I choose to work in these spaces after hours.
6. If I am going to enter or remain in the Library after midnight I will call Security. I will be prepared to identify myself as a registered after-hours user of Magill if asked by a Security Officer patrolling the building.

Signature

Print name

Librarian Authorizing Access

Date
