

University of St. Thomas Policies

DOHERTY LIBRARY ENTRANCE

Policy Number: G.02.11

SCOPE

All faculty, students, staff, administrators and visitors in special programs or roles authorized by the University.

PURPOSE

This policy establishes guidelines for granting entrance to the Doherty Library and provides clarification on conditions of eligibility for entry.

POLICY

The Doherty Library Entrance Policy is the determinant of who is allowed entrance under what conditions, and stipulates guidelines for conditions under which non-UST visitors are granted entrance. A current University of St. Thomas ID card identifies users with authorized Library entrance. Users must have their card present, to be granted entrance.

Non-university/college affiliated visitors without a current University of St. Thomas ID card are required to present a TexShare card or a Friends of the Doherty Library card to gain entrance by thus demonstrating good faith intention to use the library for scholarly purposes and thereby promote a safe and secure environment.

TexShare cards are issued by Texas public libraries and most Texas universities and colleges for individuals who document Texas residency. Friends of the Doherty Library cards are issued at the Doherty Library. TexShare card or Friends of the Doherty Library card holders must abide by the current Doherty Library-General Use policies.

TERMS AND CONDITIONS

1. There are several user groups who will be able to use the Doherty Library. These are:
 - a. Current UST students, faculty and staff – their UST ID card is required.
 - b. Visitors with non-UST University/college ID cards: two IDs are required: their current university/college ID + a second ID card.
 - c. TexShare card patrons – TexShare card + one photo ID required. This group of patrons includes visitors not affiliated with any university/college.
 - d. Friends of the Doherty Library – Friends card + one photo ID required.
 - e. UST Alumni – UST Alumni ID card + one photo ID required.
 - f. UST faculty emeritus – UST faculty emeritus ID card + one photo ID.
 - g. Current UST Board Member – two photo IDs + verification they are a current Board member.
 - h. Current ESL student – ESL/UST ID card + one photo ID.
 - i. Visiting scholar – by approval of the Library Dean only, then two photo IDs required to

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enter the library. Visitor scholars require a sponsorship from a UST academic dean, UST academic program director or the Vice President of Academic Affairs.

- j. Pre-approved groups with a current University of St. Thomas approved Doherty Library Memorandum of Understanding, must present their school's ID and any other ID cards as required in their Memorandum of Understanding with University of St. Thomas.
2. An exception for visitors can be made for public events held at Doherty (usually sponsored by the Friends of the Library). These may include writer readings, faculty presentations and other special events.
3. Non-UST visitors who do not have current university/college IDs have two options: TexShare cards or Friends of the Doherty Library membership. TexShare cards require proof of Texas residency and completion of paperwork at a person's local Texas public library. An alternate method is to sponsor the library through a Friends of the library membership. Friends membership will require completion of the Friends application form, two photo IDs must be presented at the time of application and submission of the membership fee (credit, debit, or check).

FEES

- No charge:
 - All holders of a current University of St. Thomas ID card.
 - No fee applies for TexShare cards, which are issued by Texas public libraries, as well as by most Texas universities and colleges for individuals who document Texas residency.
- Fee Applies:
 - The Friends of the Doherty Library card costs \$60.00/year or \$30.00 for a six month period. Renewable to library visitors in good standing who have abided by the Doherty Library's General Use Policies.
- Payment methods:
 - Online at www.quikpayasp.com/stthom
 - Credit card or debit card
- Personal check

APPROVED: Board of Directors

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NA

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President