

Rules for Community Use of Reeves Library

Library users from the community who have no current affiliation with Moravian College or Moravian Theological Seminary are designated “Outside Borrowers.”

After an outside borrower has been issued a yellow borrower’s card (see: *Policy for the Use of Reeves Library by Community Members*), he/she may check out up to six books. Books may be renewed once by phone or twice in person. Children’s, young adult books, education curriculum materials, best sellers, Reserve materials, as well as items from the Music, Career, and Leadership libraries, **do not circulate** to outside borrowers. Books are subject to recall by Moravian students, faculty, or staff; Outside Borrowers may not place a recall or use interlibrary loan.

The borrowing period is three weeks. Overdue notices are sent two days after the due date and a fine of .25 cents per day per book will be charged. Up to three overdue notices are sent; after three notices, a bill for the cost of replacing the book will be sent, including a \$15.00 service charge for each lost or missing book. An outside user’s borrowing privileges will be revoked when: 1) The number of overdue notices sent exceeds two per year in two different borrowing periods; 2) A user must be billed for the replacement of a lost book; or 3) A user returns an overdue book but does not pay the overdue fine. Cards expire twelve months from date of issuance and must be renewed.

Users who qualify for an Outside Borrowers’ card may request a “Moravian Guest” or “mg” logon and password for one of the eight designated networked computers in Reeves Library. These computers are available only if they are not needed by a Moravian user. Outside Borrowers may be asked to logoff if a Moravian user wants the computer. Outside Borrowers do not have access to databases from off campus. Holders of “mg” logons **are not able to print** to the networked printers.

By signing below, Outside Borrowers agree to abide by Reeves Library’s **Outside Borrower’s Unacceptable Use Policy** under which the following actions are not allowed:

- Use of Moravian computers or networks that violate federal, state or local laws or statutes
- Provide, assist in, or gain unauthorized or inappropriate access to Moravian’s computing resources
- Use of Moravian computers or networks for unauthorized or inappropriate access to systems, software or data at other site
- Install on the network unauthorized network devices and network services such as wireless access points, Internet address resolution servers, hubs, routers and switches
- Use of Moravian’s systems or networks to copy, store, display, prepare derivative works of, or distribute copyrighted material in any medium without the express permission of the copyright owner, except as otherwise allowed under copyright law
- Installation of software on Moravian-owned computers that is not either in the public domain, or that legal licensing has not been acquired by the individual user, or by the institution
- Activities that interfere with the ability of others to use Moravian’s computing resources or other network connected services effectively

- Activities that result in the loss of another person's work or unauthorized access to another person's work
- Connecting one's personal computer to Moravian's network without active and current anti-virus, anti-spyware, and adware protection
- Distribution of obscene, abusive or threatening messages via electronic media such as email or instant messaging
- Distribution of chain letters or broadcast to lists of individuals
- Use of Moravian computers or networks for commercial use or profit-making enterprise
- Displaying sexually explicit pictures or text

If any of these conditions are violated, the borrower's privileges will be revoked immediately.

Users who request access to networked computers but are not Outside Borrowers will be denied access due to licensing agreements with our vendors; exceptions may be made at the discretion of a librarian or the director. Access to computers connected to the online catalog is available to everyone.

Outside borrower cards and logons may not be used by anyone other than the card holder.

Print Name _____

Date _____

Signature _____

Staff Member _____

9/7/07