

Policy for the Use of Reeves Library By Community Members

Reeves Library's collections are intended for the use of the students, faculty, and staff of Moravian College and Moravian Theological Seminary. A small number of community members, who have no current affiliation with Moravian College or Moravian Theological Seminary, may obtain a borrowers' card as a courtesy. These borrowers are designated "Outside Borrowers."

Most members of the community, including high school and community college students, will not be granted borrowing privileges. If they want to use the Reeves Library's print resources, they are welcome to visit the library and use the resources in the library. In addition, they can obtain most books and photocopies of periodical articles through their local library's interlibrary loan service.

Members of the following groups may obtain an Outside Borrower's card at no charge:

- Area alumni of either Moravian College or Moravian Theological Seminary ("area" being defined as "that geographic region within which one can make a local phone call from Reeves Library, but also including Emmaus")
- Area ordained clergy
- Faculty members of area colleges with which Moravian College or Moravian Theological Seminary has no formal borrowing agreement and who can present a current, valid ID card from their institution
- Area elementary, middle, and high school teachers.

Members of the following group may obtain an Outside Borrower's card for a fee:

- Friends of Reeves Library members who are not otherwise eligible for a card may obtain an outside borrowers card for \$125.00 or more membership level.

Outside Borrower cards expire in one year and may be renewed if the borrower is in good standing. Only Public Services full-time staff members or a librarian may issue Outside Borrower cards; student assistants may not. **Exceptions require the approval of one of the Reference and Public Services Librarians or the Director.** Refer to "*Policy for the Issuance of Outside Borrower Cards to Retired Faculty and Staff*" for exceptions for retirees.

Outside Borrower cards are granted as a privilege which may be revoked at any time if the borrower violates library regulations. Outside Borrowers applying for a card must read and sign the "*Rules for Community Use of Reeves Library*" before a card will be issued. 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 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.