

## **ACU Library Visitor Policy**

The Arizona Christian University Library (“ACU Library”) is a private library serving Arizona Christian University’s current students, faculty, and staff. However, the ACU Library welcomes patrons outside these groups (“visitors”) and even offers borrowing privileges to certain types of visitors under the ACU Library Circulation Policy. Visitors may use the ACU Library as long as they follow these rules:

- Upon arrival, visitors must show a photo identification (ID) card at the service desk. Library staff will use this card to sign in visitors and will record visitors’ date and time of visit and full name. Library staff will then return the card.
- Visitors must abide by the ACU Library Patron Code of Conduct and other ACU policies.
- Visitors must be considerate of the needs of ACU students. This may mean vacating computers or study areas during busy times.
- Visitors may use library computers at the long tables. Please limit use to two hours per day. Computers in the cubicles are only for ACU students, faculty, and staff. Printing is not available for visitors.
- Visitors may use the ACU-Guest Wi-Fi network. Ask library staff for the password.
- Visitors may use any study area except group study rooms, classrooms, or the media viewing room.
- Visitors may use the ACU Library’s online and physical resources inside the library.

Visitors refusing to comply with this policy must leave the ACU Library immediately. Library administration reserves the right to ban such visitors.