



Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

RWWL Library Access Policy

Effective September 21, 2009 in an effort to ensure the safety and security of our users and the availability of resources to our Atlanta University Center member users, please be advised that the Library has revised its user access policy. This policy rescinds the **Library Admittance** policy issued September 2, 2008. This policy is subject to interpretation and change at the discretion of the RWWL.

1. The Robert W. Woodruff Library (RWWL) is open to visitors Monday – Friday, 7:30 a.m. – 5 p.m. Visitors are defined as individuals without a valid institutional identification card from either one of the RWWL Atlanta University Center member institutions (Clark Atlanta University, the Interdenominational Theological Center, Morehouse College, Spelman College) or the [ARCHE member institutions](#).
2. All visitors entering the library must show a valid, government-issued photo identification (e.g. driver's license, military ID, passport). Students, faculty, and staff of the RWWL Atlanta University Center member institutions must show a current Atlanta University Center identification card. Individuals from an ARCHE member institution must show a current institutional identification from an [ARCHE member institution](#). Visitors will be required to sign in/out and leave their identification with Security Services. At any time, bags are subject to search by Security Services staff. **Persons without appropriate identification will not be admitted.**
3. Weekdays after 5 p.m. and on week-ends, only persons with a current Atlanta University Center identification card; valid institutional identification from an [ARCHE member institution](#); and individuals with research appointments in Archives & Special Collections and a valid, government-issued photo identification (e.g. driver's license, military ID, passport) will be admitted to the Library. **Persons without appropriate identification will not be admitted. After 5 p.m. persons in the library without a current Atlanta University Center identification card, valid institutional identification from an [ARCHE member institution](#), or research appointment in Archives & Special Collections will be required to leave.**
4. Persons under the age of 17 (seventeen) will only be admitted when they are accompanied by an individual from an RWWL Atlanta University Center member institution with a current Atlanta University Center identification card (an AUC sponsor), or are accompanied by a parent/guardian with current institutional identification from an [ARCHE member institution](#), or are accompanied by a parent/guardian with valid, government-issued photo identification.

Parents/guardians and AUC sponsors of persons under the age of 17 (seventeen) using the Library are advised that Internet sites suitable for research, instruction, and study may contain content not appropriate for children. The Library is not responsible for any site accessed by children that are age 17 (seventeen) or younger. For the Robert W. Woodruff Library computer use policy please see <http://www.auctr.edu/pdfs/RWWLPublicComputerUse.pdf>.

5. The week before and during the midterm and final exam periods access to the RWWL will be limited to persons with a current Atlanta University Center identification card, valid institutional identification from an [ARCHE member institution](#), and research appointments in Archives & Special Collections.

6. Vendors conducting business in the Library are required to sign in/out with Security Services and are required to display visitor badges during all times within the building. The badges will be surrendered upon exit.

7. The Library's, print, media, electronic resources and equipment are provided for non-commercial, academic research and instruction by an AUC authorized user only. Unauthorized or inappropriate use of these resources may result in the suspension of library privileges. For the Robert W. Woodruff Library computer use policy please see <http://www.auctr.edu/pdfs/RWWLPublicComputerUse.pdf>.

8. Questions regarding this policy should be directed to the Security Services Manager, 404-978-2108 or librarysecurity@auctr.edu.

Administration Approval: September 19, 2009