



Atlanta University Center Robert W. Woodruff Library

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

Exhibit Access Policy

On occasion, the Atlanta University Center Robert W. Woodruff Library sponsors exhibits which generate interest beyond its member institutions. In such instances, library access policies may be adjusted by Library Administration in order to provide the external community an opportunity to enter and enjoy viewing such exhibits. Primary concern for Library access remains the safety and security of our users and the availability of resources to our Atlanta University Center member users. This policy is subject to interpretation and change at the discretion of Library Administration. Any policy exceptions must be approved by Library Administration.

1. 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.**

2. Individuals seeking entry to exhibits sponsored by the Atlanta University Center Robert W. Woodruff Library may enter to view the exhibit during exhibit display hours. Appropriate identification must be shown as outlined above in order to enter to view exhibits. Individuals will be issued an exhibit pass upon entering the Library.

3. Exhibit viewing hours may be different than building operation hours. Exhibit display hours are subject to change at the discretion of Library Administration.

4. Exhibits are unguided in nature. Groups of 10 or more must schedule their visit at least 10 working days in advance of the anticipated visit by contacting Library Administration via email at afavors@aucr.edu or by calling (404) 978-2003.

5. Persons under the age of 17 (seventeen) wishing to view an exhibit will only be admitted under the following circumstances:

- 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 part of a school group with a pre-arranged visit;
- 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 or viewed 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>.

6. The week before and during the midterm and final exam periods access to exhibits may be restricted.
7. Food and drink is not permitted in the exhibit space.
8. Taking photographs / recording / filming is not permitted in the exhibit space. Taking photographs / recording / filming in other areas of the Library must be approved in advance.
9. Questions regarding this policy should be directed to the Security Services Manager, 404-978-2108 or librarysecurity@auctr.edu.