



Abbot Vincent Taylor Library
Library Public Use Policy

Policy

As an academic library, the Abbot Vincent Taylor Library's mission is to support members of our college community. The college community includes students, faculty, staff, and monks.

While Friends of the Library and Community Patrons such as alumni, students from other universities, high school students, parents of current students, and members of the regional communities are not our primary users, they are welcome to some of our library resources. For example, if work stations are full, we reserve the right to reassign a workstation to a student, faculty, or staff member.

We expect public patrons to treat our staff, student assistants, and students with respect and courtesy. Please do not engage students or student assistants in extended conversation in the library. We reserve the right to refuse service if you do not abide by these expectations.

Services

Computer and Internet Access: We offer free computer and internet access to Friends of the Library and Community Patrons at the following times:

Sunday 1:30pm - 9pm

Friday 8am - 5pm

Monday - Thursday 8am - 9pm

Saturday 12pm - 5pm

Two workstations are reserved for public use, available on a first-come, first-served basis. If both work stations are busy, the patron will be given an approximate time to return to the library. No guarantees will be made. Patrons will not be permitted to log on to a computer within one hour of closing time. The computer will automatically shut down at the end of the two-hour session. Patrons should save files to an email or cloud account. The library is not responsible for any unsaved or lost files. Access to library computers also provides users with access to library databases and e-resources, such as e-books and resource guides.

Scanning, Printing, Copying, and Faxing: Friends of the Library and Community Patrons may print up to 25 pages per day. Black and white prints cost 25¢ and color prints cost 50¢ each. The library is only able to accept cash. Scanning is also available to Friends of the Library and Community Patrons. There is no faxing available to Community Patrons or Friends of the Library.

Circulation: We do not offer free circulation services to community patrons. Patrons are welcome to browse the stacks, provided all titles are kept within the library. Community Patrons who wish to check out books can do so by becoming a Friend of the Library with annual dues.

Reviewed by Library Staff: 2016, 2017, 2022, 2024.



Unaccompanied Minors: Unaccompanied minors nine years old and younger are not permitted in the library. Minors ten years and older are welcome to use the library at the following times:

Sunday 1:30pm - 10pm

Friday 8am - 5pm

Monday - Thursday 8am - 10pm Saturday 12pm - 5pm

Library staff are not responsible for the supervision or entertainment of minors in the library. Minors still in or outside the building after 10pm Sunday-Monday, or after 5pm Friday-Saturday, will be reported to Campus Police.

Library Events: Student events, including extended hours and game nights for exam weeks, are for students only. Library community events are open to all.

Computer Assistance: Computer use requires fundamental knowledge and skills. Library staff and student assistants cannot provide in-depth assistance.