UConn Stamford Jeremy Richard Library
Visitor Information & Public Use of Library Collection

We welcome the use of our collections and services. Everyone is welcome to make on-site use of the libraries; however, those who do not have a current or formal relationship with the University of Connecticut will have to abide by the libraries policies for visitors. Policies and computer use may differ at each campus so contact the regional campus library you plan on visiting.

Access to Library Resources:

- UConn Libraries Catalog
- UConn -Guest Wireless Access (on-site)
- Statewide Library Catalog –FindIT CT
- Free online resources, a service of the CT State Library (public library card required) – ResearchIT CT

Computer stations and equipment are intended to support academic research by UConn students, faculty, staff, and authorized visitors. UConn is contractually bound to limit access to databases and e-resources to current UConn students, faculty, and staff. Use of library resources by visitors must not interfere with the needs of the UConn Community.

Regional Campus Libraries are authorized to restrict public use of computers in support of academic needs. Guest Wireless access is available to visitors with a valid credentials using the University UConn-Guest network. The Library also adheres to Connecticut Code – Sec. 53-21a with regard to unsupervised children. Public users are able to avail themselves of the open seating areas on the first floor and second floor. Due to heavy demand, the use of the libraries group study rooms/collaboration and conference rooms are prohibited during the academic term.

The use of library equipment and study rooms are restricted to UConn students, staff and faculty. The library staff will gladly address questions about the library, its collection and also how to retrieve items in the stack areas.

All visitors to the Stamford Campus -Jeremy Richard Library are expected to follow guidelines for library etiquette as mention below:

- **General Conduct/Behavior-** anyone running or shouting or participating in disruptive, annoying or destructive behavior will be asked to leave the library immediately. The library staff member has the right and obligation to ask for person(s) to present identification. If an individual's disruptive behavior does not change or individual refuses to leave when asked by a library staff member, the campus Police will be called immediately.
- **Noise & Cell Phone Use-** All patrons should respect the rights of others by keeping noise levels as low as possible. This policy applies to all open areas of the library. When you enter the library, turn off your cell phone ringer. If you need to use your cell phone, step outside the library to do so in order to not disturb students studying.
- **Food –** all food is prohibited anywhere in the library. Beverages are permitted only in spill-proof cups or screw -tops bottles, but prohibited near library computers. Please use the campus concourse tables, outside the library to eat your meals before entering the library space.
- **Children in the library -** The library adheres to Connecticut Code-Sec.53.21a with regard to unsupervised children. A child must be under the constant supervision of a parent or designated adult

custodian at all times when they are in the library; and the parent or adult custodian is responsible for their children's behavior. Children are prohibited from using the library computers.

- **Borrowing Books -** Visitors are welcome to use print materials in-house at the library. Visitors and Guest may not directly borrow print materials unless they have signed up and completed a community borrower application for a **Community Borrower Card**. The community borrower card is only available to CT residents. Please visit the Community Borrower Program website for eligibility and policies.

- **Guest Computer Terminal-** Visitors may use a designated Guest computer workstation for 30 minutes per day and must sign the form located on the clipboard nearby. Priority for use of computers is given to UConn students, faculty, and staff. You will be asked to move to the designated Guest terminal if you are using another workstation designated for UConn student, faculty and staff use. You will be asked to leave if the libraries computer use policies are abused, this includes abusing the time limit for computer use and/or displaying images or text that may be interpreted as intimidating, hostile or offensive. The computers use is governed by the University of Connecticut's Policy on Harassment.

- **researchIT CT** (**Statewide Library & Information Resources**) –
  State of Connecticut Residents (only) have online access to essential library and information resources. **researchIT CT** is administered by the Connecticut State Library in conjunction with your local library. Through researchIT, core level of information resources including secured access to licensed databases is available to every citizen in Connecticut. In addition, specialized research information is available to college students and faculty.

- **Printing/Photocopying/** – Visitors/Guests only – **at this time, we do not accept cash or credit card nor can we support the library copy card** used by visitors for printing and photocopying. We recommend visiting the Stamford Public Library on 96 Broad Street or Minuteman Press at 513 Summer Street for printing or photocopying. Save your work to a flash drive or to your email as an attachment.
  - **Scanning:** – free scans
  - **Charges:** B&W ($.10 cents per page) and Color printing ($.35 cents per page).

  - The library **does not** handle cash for printing and photocopying.
  - The UConn library **does not offer faxing services.**

- **Wireless Access for Guests** – if you anticipate visiting the campus and require internet access using your personal laptop or mobile device, you will need to arrive on campus with your personal device and login to the UCONN-GUEST Network. *Reminder*-Wireless Printing is not available for Guests, please read above about printing and photocopying requirements for visitors/guests.

- **Reference Assistance** – visitors may seek assistance on the use of library resources at UConn, but access is limited. We encourage visitors to start with their hometown public library to ensure they have utilized their local or regional resources. UConn students, faculty and staff have priority in Reference Service and the use of all library resources and equipment.

- **InterLibrary Loan** – Document Delivery/Interlibrary Loan services is limited to currently enrolled UConn students, faculty and staff. Visitors should request ILL services through their home school or public library. Visitors who are CT residents may apply for a Community Borrower Card in order to check out books (only from the UConn Libraries print collection). Access to the libraries electronic resources is not a privilege of the Community Borrower Card.

- **UConn Stamford Visitor Information** - map, directions, event facilities, and campus tour. Contact the Stamford Campus Welcome Center at 203-251-8400.