

Community Access Policy

Date Approved: 08/05/2024

Effective Date: 08/05/2024

Responsible Position: Vice Provost and Lindseth Family University Librarian and the Associate University Librarian for Access, Research, and Engagement Services

Responsible Office/Department/Team: Yolanda Cooper and Jen Green

Related Legislation / Policies:

- [CWRU Acceptable Use of Computing and Information Technology Policy](#)
- [CWRU Community Relations: Community Card](#)
- [Hours | Kelvin Smith Library \(case.edu\)](#)
- [ID Policy | Kelvin Smith Library \(case.edu\)](#)
- [Freedman Center Policies \(case.edu\)](#)
- Kelvin Smith Library - Library Code of Conduct - *to link upon approval and post*

Review Period: 5 years

Date of Last Review: 08/05/2024

Relates to: Public visitors to the campus

I. Policy Statement

The [Kelvin Smith Library \(KSL\) Mission](#) is to be the Knowledge and Creativity Commons of Case Western Reserve University, achieving this through specialized collection and resource development, reliable and equitable access to library collections, varied technology, tools, expertise, individual and collaborative spaces, and the preservation of knowledge and cultural heritage. Additionally, it advances open research, develops new forms of scholarship, instructs on emerging technologies, hosts inspiring events and exhibitions, and fosters inclusive and collaborative relationships within the university and the broader community. We value services, space, programming, and systems that meet the needs of our community. KSL welcomes individuals who have personal research needs and offers the collections for browsing, reading and scanning. Not all KSL resources are available to Community Visitors. The CWRU Acceptable Use policy applies to all library patrons.

II. Purpose of this Policy

The purpose of this policy is to define on-site access and library services for individuals who are associated with community access (i.e., community visitors who are not CWRU members), and who may have occasion to make personal use of its collections and/or services. The library is a place for study, research, collaboration, and teaching. All library patrons (community visitors and campus members) are expected to conduct themselves in a manner appropriate to those endeavors (See KSL Code of Conduct policy).

IV. Definitions

- **Community:** Refers to individuals outside the library's primary university clientele (current students, faculty, staff, and alumni) who may have occasion to make personal use of its collections and/or services
- **CWRU Alumni:** Refers to individuals who have attended or graduated from Case Western Reserve University
- **Patron:** Refers to any individual who utilizes the resources, services, and facilities offered by the Kelvin Smith Library. Patrons include students, faculty, staff, alumni, and members of the general public.
- **Policy:** Means any regulations, in written or electronic form, of the University including, but not limited to the Student Code of Conduct, undergraduate, graduate and professional school academic integrity policies, and undergraduate/graduate/professional school handbooks and catalogs.
- **Welcome Center Desk:** A service point at the entrance of the library where library patrons and community visitors scan or present valid photo identification to a staff member.
- **Service Center Desk:** A service point on the main floor of the library where library patrons may seek assistance from a staff member.

V. Entry and General Policies

Building Access

KSL is open to community visitors during designated hours posted on the KSL [website](#).

Community visitors ages 13 and under must be accompanied by an adult at all times.

Community visitors needing research assistance are encouraged to contact a Research and Engagement Librarian or staff at the Service Center desk prior to visiting the library. Larger groups interested in research assistance or library tours (high school classes, classes from other colleges and universities, community interest groups, etc.) may be accommodated with prior approval. Please contact asksl@case.edu for more information.

ID Policy

In accordance with KSL's [ID Policy](#), the library requires all library patrons to present a valid photo ID at the Welcome Desk in order to enter the building.

During [Visitor and Alumni Access Hours](#), KSL accepts the following forms of current photo identification from community visitors:

- Current Driver's License (Domestic and International)
- Current Government issued ID (Domestic and International)
- Current Passport and Passport Cards
- Current [CWRU Community Card](#)

General Library Privileges

- Computers in the Library are for educational research purposes and library resources are not to be used for commercial endeavors. Electronic content licenses are for personal educational use only.
- Remote access to electronic content is currently restricted to CWRU faculty, students, and staff. Visitors may use designated visitor computers at CWRU libraries to view electronic content.
- [Wepa](#) Print Network is the printing option at KSL. [Printing payment](#) may be made at the wepa kiosk with credit/debit card (with service fee), or a reusable \$5 wepa card (pre-loaded with \$5 in printing credit) may be purchased with cash only.
- Visitors may use library materials within the library - though some in-house resources carry restrictions.
- Visitors with a valid library card from [OhioLINK](#) and [SearchOhio](#) institutions may borrow books from Kelvin Smith Library
- Scanning to email or USB drive is available

Computer Access

There are four designated computers available for visitor access at KSL. Community visitors are allowed 2 hours of computer use per day, with the option to extend their time for an additional 2 hours. To login to a computer or extend their time, visitors will need to visit the KSL Service Center and present their photo ID. Visitor computers shut down 30 minutes prior to the end of visitor access hours for the day. Login access ends 60 minutes prior to the end of visitor access hours for the day.

Community visitors have access to the [Freedman Center for Digital Scholarship](#) and some services, including Freedman Center computers and scanners, located on the first floor of KSL.