Loyola Marymount University
William H. Hannon Library

LOYOLA MARYMOUNT UNIVERSITY
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Guest Computer Access Policy	Page 1 of 3
Policy Number: LIB-ACCESS-112	Supersedes: N/A
Effective Date: March 28, 2019	Previously Issued: August 1, 2009

1. Statement of Policy:

1.1. The primary purpose of the library computers is to meet the research and information needs of LMU's students, faculty, and staff. This policy is intended to establish parameters for use of library computers by guests.

2. Definitions:

2.1. For the purposes of this policy, a guest or a visitor is any library user who is not a current LMU or Loyola Law School student, faculty, or staff member.

2.2. Library information resources are resources such as the online catalog, licensed electronic databases, and other resources owned by LMU.

3. Policies/Procedures:

3.1. In an effort to ensure that our students have ample access to computers, only guests who fall in one of the following categories may request a login for library computers:

3.1.1. Residents of one of the following three area codes: 90045, 90094, or 90293. Proof of address required.

3.1.2. Alumni of Loyola Marymount University or Loyola Law School. A valid OneCard is required.

3.1.3. Current student, faculty, or staff member from another college/university. A current school ID or proof of enrollment is required.

3.1.4. High school students. A current school ID or proof of enrollment is required.

3.1.5. [LMU Family of Schools](#) high school students, teachers, and staff. A current school ID or proof of enrollment is required.

3.1.6. LMU summer conference groups. An LMU Conference ID is required.

3.1.6.1. Students in grades lower than high school will not be issued a login. Computer access may be provided to these students by their instructor.

3.1.7. Anyone with a OneCard or a borrower's card.

3.2. The library's computers are intended to serve as a gateway to the library's information resources. Guests are prohibited from using these computers for commercial or profit-making purposes. Because the primary purpose of the library computers is for research, recreational use of the computers may be prohibited. The library reserves the right to rescind guest login credentials or use of the library computers at any time. All users of the LMU network must comply with ITS Acceptable Use Policy.

3.3. To request a guest login, guests should follow these procedures.

3.3.1. Bring a valid ID, proof of address, or proof of enrollment as listed above (see section 3.1).

3.3.2. Go to the Information Desk and request a guest login.

3.3.3. Complete the online application and agree to the Guest Login Policy and Terms.

3.3.4. You will be given a card with a user name and password.

3.3.4.1. This card and its login information are intended for single-user use, with the exception of logins issued to instructors of minor-aged groups (see section 3.1.6.1).

3.3.4.2. Login information on this card will provide guests with computer access until two weeks before the end of the semester in fall and spring semesters, and through the end of summer semester.

3.3.4.3. Guests must apply for a new guest access card each semester.

3.3.5. Visitors are limited to a minimal level of assistance from library staff at the Information Desk.

3.3.5.1. We cannot assist visitors on the use of technology in the library beyond the most basic level.

3.3.5.2. Visitors take all responsibility for personal hardware and software devices.

3.4. Guest access to the library is limited to the library's hours. Visitors using guest login accounts on library computers will be reminded to leave the building prior to 10:00 p.m.

3.5. Short-term use computers are available for guests without a login on each level of the library. Use of these computers is limited to 15 minutes.

3.6. [Wireless internet access](#) is available for guests with their own computers.