Meadville Lombard Theological School
Library and Archives Policies
Last updated December 5, 2016

All policies are subject to change.

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            4. Library staff reserves the right to ask users to either put their food away or relocate to another floor to finish their food.
            5. No food or beverage waste may be disposed of in any waste receptacles in the library.

II. Circulation
   A. Borrowing Groups and Loan Periods

Borrowing Group	Borrowing Limit	Circulation Period	I-Share Borrowing
Students	Course reserve books: 3 books General collection: no limit	Course reserve books: 2 weeks, except during Intensives Wiggin Library General collection: 8 weeks Books from other I-Share libraries: 4 weeks	Yes*
Faculty & Staff	No limit	8 weeks	Yes*
Other Students	3 books	4 weeks	No
Commuunity Members	3 books	4 weeks	No
Interlibrary Loan	No limit	4 weeks	No
I-Share Users (students)	No limit	Contact your home library	No
I-Share Users (faculty)	No limit	Contact your home library	No

   *I-Share loan periods are set by the library that owns the book.
   B. Identification
      i. Any library user may be asked for identification when using the library, except during posted open stacks hours during Intensives.
      ii. Students should present their Meadville ID when checking out books in person. If a student does not have their Meadville ID with them when checking out books, they may be asked for a second form of photo ID.
      iii. Faculty, staff, alumni, religious professionals, and other library users may be asked to present a photo ID when using library resources in person or checking out books in person.
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      v. Users from ACTS schools must present a photo or school ID and their ACTS library card when checking out books. Students from ACTS schools without an ACTS library card should contact the staff at their school's library for assistance.
   C. Borrower Responsibilities
      i. Library users are responsible for lost or damaged items (see section IV for details).
      ii. Mailed items may take up to 10 days to arrive. Library users should notify the Library Assistant if mailed items do not arrive in a timely manner. If a library user contacts the library staff because items have been delayed in the mail, due dates can be modified to accommodate the delay. If a library user contacts the library staff because an item never arrived, the user will not be responsible for the lost item.

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     i.   In-person
         1.   Users can check out items in person when the library is open during Intensives and Convocation, or by making an appointment with the Library Assistant or the Archivist to use the library.
         2.   Students, faculty, and staff may be required to show their Meadville Lombard ID card when checking out books. If a student or member of Meadville Lombard faculty or staff does not have their ID with them, they may be required to show another form of photo ID.
         3.   All other users are required to present a photo ID before checking out books.
         4.   When checking out items in person, users are free to browse the stacks and retrieve books themselves, although they can ask any member of library staff for assistance whenever needed. Wiggin Library's stacks are not closed.
         5.   During Intensives, students may have their library books mailed to them and should contact the Library Assistant for more information. See I.G.iii for details.

     ii.   By mail
         1.   All users in the borrowing groups listed in section I.A. can check books out by mail.
             a.   All users except ACTS cardholders can contact the Library Assistant to request items in the circulating collection.
             b.   ACTS cardholders should contact a librarian at their home library to request materials from the Wiggin Library. Items for ACTS cardholders will be sent to their home library via the Consortium of Academic and Research Libraries of Illinois (CARLI) library courier service. For more information, visit http://www.actschicago.org/acts-libraries/library-council.
         2.   To check out books by mail, users should log in to their I-Share account to request books. All books will be sent to the mailing address on record, unless the library user has made other arrangements with the Library Assistant.
         3.   After the request is received, the Library Assistant will retrieve the books and mail them to the user. The Library Assistant will contact the user in advance regarding any books that are not available to be checked out. Once the books are checked out, the Library Assistant will email the user with a tracking number when the books are mailed.

4. Books are mailed by the lowest USPS rate (usually library rate or first class mail). Users who need books more quickly or who would prefer books sent through certified mail should contact the Library Assistant. Users will be responsible for all mailing costs for items sent certified mail or through carriers other than USPS.

5. At an I-Share Library
   a. Users may pick up any book from the Wiggin Library at any other I-Share library. When choosing to pick up a book at another I-Share library, users do not need to notify any member of Wiggin Library Staff prior to requesting the books.
   b. To pick up a book at an I-Share library, users should log into their I-Share account and request the required book(s). Before placing the request, choose the pick library and/or location.
   c. Users will be notified by email when the book is ready to be picked up at the library they chose.

E. Borrowing Materials from Other Libraries
   i. Requests for books must be placed online via I-Share. Requests for other materials, or for books not available through I-Share, should be made via email to the Library Assistant.
   ii. Users must honor any restrictions specified by the lending library, i.e. no photocopying or in-library use only.
   iii. Borrowed material is subject to recall by the lending library. Users must return the item immediately if the owning library recalls the item.
   iv. Wiggin Library staff are not able to intercede on behalf of library users on any issue with an owning library, such as fees or item recalls.
   v. Excessive overdue and/or lost books will result in limited or suspended borrowing privileges at the Wiggin Library, other I-Share libraries, and any other library (see Section VIII, Reciprocal Borrowing, for more information).
      1. Access to I-Share may be suspended if a user has 25 or more lost/overdue books from other I-Share libraries.
      2. Access to I-Share and the Wiggin Library may be suspended if a user has 10 or more lost/overdue books from the Wiggin Library.

F. Renewals
   i. Students, faculty, and staff should use their I-Share account to renew all books, including books from the Wiggin Library.
   ii. All other users may renew their books by logging into their Wiggin Library account (https://vufind.carli.illinois.edu/vf-mls/MyResearch/Home), or by contacting the Library Assistant.

Borrowing Group	Renewals Allowed	Renewal Length
Students	Course reserve books: 0 renewals Wiggin Library general collection: 5 renewals I-Share books: 3 renewals	Wiggin library general collection: 8 weeks each I-Share books: 4 weeks each
Faculty & Staff	3 renewals	8 weeks each
Other Students	2 renewals	4 weeks
Commuunity Members	2 renewals	4 weeks
Interlibrary Loan	2 renewals	2 weeks
I-Share Users (students)	3 renewals	4 weeks
I-Share Users (faculty)	3 renewals	8 weeks

G. Returning Items
   i. All library users may return library items in person at any I-Share library, or by mail.
      1. Books should not be mailed to any other I-Share Library.
   ii. In-person
      1. Library items may be returned by visiting the library on the 8th floor and handing the item(s) to a member of the library and archive staff. Library items may not be left on the library desk or given to members of the Spertus library staff.
      2. If the library is not open, items may be returned by placing them in the library mailbox in Atherton Lounge. Items should not be left in the Library Director or Archivist's mailboxes.
   iii. By mail
      1. Library items may be returned by any mail method. Items do not need to be mailed overnight or with signature required, although they can be if the library user feels this is necessary. Library users are responsible for all costs to return books by mail.
      2. Returns should be mailed to the address below:
         Meadville Lombard Theological School
         Wiggin Library
         610 S. Michigan Ave.
         Chicago, IL 60605
      3. Library users should notify the Library Assistant either by email or by phone when the items have been mailed.
      4. Library users who have notified library staff that items have been mailed and/or can provide a tracking number or proof of shipping will not be responsible for any items lost in the mail.
   iv. At an I-Share Library

1. Library users may return any book at any participating I-Share Library, according to the return process at that library.
2. Library users do not need to notify the Library Assistant when returning books at other I-Share Libraries.

III. Library Books
    A. Circulating Materials
        i. Any member of the borrowing groups listed above may check out books from the circulating collection in person or by mail.
        ii. Theses, bound periodicals, and UU Annuals are for in-library use only. Contact the Library Assistant to make an appointment to use these materials.
    B. Course Reserves
        i. The Wiggin Library places at least one copy of each required and recommended book for all courses currently being offered on course reserve. Books are placed on reserve when the course starts, and remain on reserve until the final assignment is due.
        ii. Course reserve materials circulate for a limited period of time, and only to students currently enrolled in the course.
        iii. During Intensives, items on course reserve circulate for use either during the day or overnight.
            1. Books can be checked out during the library's open period before classes for use during class that day. Students who check out any course reserve materials for use during the day are **required** to share their materials with classmates. Books are due back in the library before the library closes in the evening.
            2. Books can be checked out for use overnight during the library's open period after classes are done for the day. These do not need to be shared with other students overnight. Books are due back before classes start the next day.
            3. Course reserve books for classes not being taught that week of Intensives will circulate for 24 hours.
        iv. Outside of Intensives, items on course reserve circulate for two weeks, and are not subject to recall.
        v. Students may have up to three course reserve books checked out at any given time.
        vi. Course reserve books may not be requested until the class term has started.
        vii. Course reserve books may not be renewed.
    C. Non-circulating Materials
        i. Periodicals (including bound periodicals) and some reference books are for in-library use only. A photocopier is available in the library for users who need to make copies of non-circulating books and periodicals. Users should contact library staff for digital copies of non-circulating materials.
        ii. DVDs may only be checked out by faculty and staff for use on campus, unless otherwise noted.
        iii. Users who require items on microfilm should contact the Library Assistant.
    D. Books Not Found on the Shelves

         i.   Any users who find an item listed in the catalog that is not checked out or on the shelf should notify the Library Assistant so that we can correct the system

E.   Recalls
         i.   All books in the general collection are subject to recall. Items on course reserve will not be recalled.
        ii.   Users who require a book that is checked out should the Library Assistant. Books in the general collection that are currently checked out may be recalled by students and faculty.
      iii.   If a book is recalled, the Library Assistant will notify the patron by email. The patron will then need to return the book to the library as soon as possible.

IV. Library Services
   A. Interlibrary Loan (ILL)
      i. Users are encouraged to request items that Wiggin Library does not hold and that the user cannot access at another library in person. ILL requests can be made by contacting the Library Assistant.
      ii. Wiggin Library does not charge for ILL items, and does not borrow from libraries that do charge for ILL items. If the requested item is only available from a library that charges for items, the user will be billed for the cost incurred. The user will be notified before the loan is completed and can cancel their request at any time. Library staff will not complete an ILL request that requires payment without written or emailed confirmation from the patron that the charges are acceptable.
      iii. Requesting ILL Items
         1. ILL items may be requested by the following borrowing groups.
            a. Students currently enrolled in classes for MLTS credit, including thesis credits
            b. Faculty
            c. Staff
            d. Alumni
            e. UU religious professionals
         2. The Wiggin Library is only able to make requests for physical items on behalf of users who are able to pick up and return the item in person.
            a. Users who are able to pick up and return the item in person are responsible for keeping track of due dates.
            b. ILL items may possibly be renewed, but all renewals are made at the discretion of the lending library. Users must request the renewal by contacting the Library Assistant at least 1 week before the item is due.
         3. Any users who are members of the above borrowing groups are able to request copies of ILL items. All copies will be emailed to the user as a PDF document upon fulfillment of the request.
         4. Students, faculty, and staff may only place ILL requests for books that are not available through I-Share.
      iv. Lending ILL Items
         1. Most items will not be lent internationally. Copies of items requested by international libraries will be fulfilled, as allowed by United States copyright law.
            a. Unitarian, Universalist, and Unitarian Universalist items will be lent to libraries in Canada and Mexico. Items that are not Unitarian Universalist in nature will not be lent outside of the United States.

2. Circulating items from before 1920 are lent conditionally based on the item's condition and whether or not the borrowing library has a reading room. Items older than 1920 are not lent if the borrowing library does not have a monitored reading room where the book can be used.
3. Items from before 1870 are not lent through interlibrary loan.

B. Reference and Research Assistance
   i. Reference help is available to all library users. Users should contact either the Library Assistant or the Archivist for reference help. Reference help can be conducted in person, by phone, by email, or over video chat.
   ii. Members of all borrowing groups may contact the Library Assistant for research assistance. Research assistance can be conducted in person, by phone, by email, or over video chat.

C. Instruction
   i. Library Orientation
      1. At the beginning of every school year during Fall In Gathering, the library offers an orientation session for all new and returning students. Library staff will give a tour of the library and archives, distribute library guides, register new students, issue ACTS cards, and answer questions about library processes. All students are encouraged to attend at least one orientation session during their time at Meadville.
   ii. Individual Instruction
      1. The Wiggin Library provides online instruction tools including video tutorials and step-by-step guides for all library resources. All users should check the library's Tutorials webpage for these guides, or contact the Library Assistant.
      2. Students may request an individual session for assistance with using library resources including online databases. Students should contact the Library Assistant.
   iii. Course Instruction
      1. Faculty members are encouraged to incorporate library instruction sessions into their courses. They should contact library staff to plan a session during Intensives.
      2. In-class instruction sessions can be tailored to the needs of each individual course. The library welcomes the opportunity to design instruction materials for both in-person meetings and online use.

V. Other Library Materials
- A. Electronic Materials
  - i. Wiggin Library subscribes to multiple databases to aid users with research, including but not limited to:
    1. ATLA Religion Database (EBSCO)
    2. Academic Search Complete (EBSCO)
    3. FirstSearch (OCLC)
  - ii. Users should contact the Library Assistant for their log-in credentials for access to databases. Access to databases is available for:
    1. Students
    2. Faculty
    3. Staff
  - iii. Wiggin Library also subscribes to multiple journals, including but not limited to:
    1. American Journal of Theology and Philosophy
    2. Christian Century
    3. Journal of Pastoral Care and Counseling
    4. Tricycle
    5. Zygon
  - iv. Some journals are available for remote access, while other resources are available only through IP recognition. Users should contact the Library Assistant to confirm remote access to journals and to request log-in credentials.
- B. Computers and WiFi
  - i. All library users are able to use one of the five public computers in the library, which do not require individual log-in credentials. If the computers are not logged on, ask the library staff member on duty for the credentials.
  - ii. Patrons may use the public WiFi in the library for computers and mobile devices.
  - iii. The public computers and WiFi network in the library fall under the purview of the Spertus Institute. Meadville users of the Spertus network and Spertus library PCs are subject to Spertus acceptable use policies.
- C. Printers and Copiers
  - i. Users may print using the public computers in the library or at the sixth floor print station.
  - ii. All users are allowed 10 free pages every day; additional pages are 10¢ each. Users must pay the balance before leaving the library, except with permission from library staff.
  - iii. A photocopier is available in the library. All copies are 10¢ each.
  - iv. Scanners are not available for patron use. Users who require a digital copy of any library item should speak to the library staff on duty or contact the Library Assistant.
- D. Library Space
  - i. The library encourages students and staff to take advantage of the library space as a place to work individually or in small groups. All users are expected to

respect the library space and resources, and to respect the right of other users to work in a quiet, clean, and peaceful atmosphere. Due to the limited amount of space in the library, the library prioritizes student and course-related use of space.

ii. The library door will be kept locked at all times, except during posted open hours.

iii. Individual or Group Workspace

1. Individuals or small groups may use any of the library's workspaces and do not need to make a reservation to do so when using the library during Intensives open hours. Outside of open hours during Intensives, anyone who needs to use the library should contact the Library Assistant or the Director of Library, Archives, and IT in advance to ensure access to the library.

iv. Class Space

1. Use of the library space outside of posted open hours is at the discretion of the library staff, and may be denied for any reason.
   a. Faculty members are encouraged to prioritize the posted open times when requesting the use the library space or resources during Intensives.
   b. Requests for the in-class library use may be approved on a first come, first served basis.
   c. Any request to use the library space during In Gathering, Convocation, Intensives, or other periods when students are on campus must be approved by the Director of Library and Information Technology.

2. Faculty members are encouraged to make use of the library space during class time. The library can be used as a break-out space for classes, and has enough room for entire classes to meet in small groups. At least 24 hours before the space is needed, faculty members should confirm with the Director of Library and Information Technology that the library will be available.

3. Faculty members are also encouraged to bring their classes to the library for class sessions. The library staff can provide orientation and/or instruction sessions that are tailored to each class.
   a. Faculty members must contact the Director of Library and Information Technology at least 3 business days before the requested time to confirm that the library is available.
   b. After the class session is approved, the faculty member must contact the Library Assistant with the details of the session, including
      i. The number of students present
      ii. Any technology or material needs

iii. The topic being discussed (if the faculty member is requesting a presentation or research help session)

v. Meeting Space

1. The library can be used for faculty or staff meetings when other spaces are not available. The library prioritizes the needs of students and other researchers. Faculty and staff holding meetings in the library should expect that students may be using the library as a workspace. Students working on class assignments may be asked to relocate to another spot in the library, but may not be asked to leave the library.

2. Requesting library space

   a. Staff and faculty requests

      i. Faculty and staff can request to use the library as meeting space by creating a meeting in Outlook (using their @meadville.edu email address) and inviting libasst@meadville.edu. The invitation should include:

         1. Date and time of the meeting
         2. The number of people attending
         3. Any special requirements for the meeting (i.e. if food will be served)

      ii. Library staff will review the request. If the request is approved, libasst@meadville.edu will accept the meeting invitation.

      iii. A member of the Library staff will be available at the meeting's start time to give the attendees access to the library. The library door will be kept locked at all times, unless the meeting is during the library's posted open hours.

   b. Student Requests

      i. Students should contact the Student Affairs department (Claudia Espinel) to use the library for any meetings not related to course work.

      ii. The Student Affairs staff will set up the meeting space with the Library staff.

      iii. Students who need to use the library for course work should visit the library during the posted open hours, or contact the Library Assistant.

3. Any requests to use library space during In Gathering, Convocation, Intensives, or other periods when students are on campus must be approved by the Director of Library and Information Technology, who will approve the request sent to the libasst@meadville.edu address.

VI. Reciprocal Borrowing
   A. Users
      i. Reciprocal borrowing privileges are available for current students, faculty, and staff at Meadville Lombard Theological School.
   B. Consortia Members
      i. The Wiggin Library is a member of the following library consortia. Wiggin Library users will have access at the other member libraries, and should check the policies at the individual libraries for more information. Students and faculty members at member schools have borrowing privileges at the Wiggin Library. More details about borrowing privileges for users from consortia members can be found in the Circulation policies (section II).
      ii. I-Share
         1. All users must have their Meadville Lombard Theological School ID and library barcode in order to check out books at I-Share libraries.
         2. Users from other I-Share Libraries
            a. Users from other I-Share libraries must present their valid school ID in order to check out books.
            b. I-Share users can visit the library during the open hours posted on the library website at http://www.meadville.edu/wiggin-library.php, or by appointment.
         3. More information about I-Share and a full list of the 85 other member libraries can be found at https://www.carli.illinois.edu/membership/i-share_part. Users should check the policies at individual libraries for more information about their borrowing and use policies.
         4. Lending to I-Share libraries may be limited or suspended for borrowing libraries that repeatedly keep materials overdue or lose materials.
         5. Wiggin Library users are expected to mindful of other libraries' users and return items promptly. Excessive lost/overdue items may result in limited or suspended borrowing privileges (see II.E.v. for more information).
      iii. Association of Chicago Theological Schools (ACTS)
         1. All users must have an ACTS card in order to check out books at other ACTS libraries. Wiggin Library users should contact the Library Assistant to request an ACTS card.
         2. Users from other ACTS libraries must present a valid ID from their school, as well as a valid ACTS card, in order to check out books.
         3. More information about ACTS and a full list of the ACTS member libraries can be found at http://www.actschicago.org/. Users should check the policies at individual libraries for more information about borrowing policies.
      iv. Chicago Area Theological Library Association (CATLA)

1. Reciprocal borrowing is one of CATLA's founding principles. However, no formal borrowing agreement exists. Meadville Lombard students, faculty, and staff are encouraged to contact the other member libraries whose resources they wish to use, to ensure that the other libraries offer borrowing privileges to CATLA members.
2. Students and faculty members with a valid school ID from CATLA member libraries have borrowing privileges at the Wigging Library.
3. More information about CATLA and a full list of the CATLA member libraries can be found at http://www.catlalibraries.org/. Users should check with individual libraries for more information about their borrowing policies.

v. American Theological Library Association (ATLA)
1. The Wiggin Library is a proud participant in the ATLA Reciprocal Borrowing Program, which connects Meadville Lombard students and faculty with theological libraries across the country. Wiggin Library users with proof of current enrollment can visit a library at a seminary near them and use that library's resources.
2. More information about the ATLA Reciprocal Borrowing Program and a full list of participating libraries, visit https://www.atla.com/Members/programs/Pages/Reciprocal-Borrowing-Initiative.aspx. Users should check with individual libraries for more information about their borrowing policies.

C. University of Chicago
i. Meadville Lombard students, faculty, and staff have borrowing privileges at the University of Chicago libraries, as part of the Hyde Park Seminaries. Users must have a valid Meadville Lombard ID card and a current ACTS card. For more information, visit http://www.lib.uchicago.edu/e/using/access/researchers.html.
ii. University of Chicago users with a valid University of Chicago ID have borrowing privileges at the Wiggin Library.

VII. Fines and Fees
    A. Overdue Fines
        i. General Collection
            1. Books in the general collection are fined at 25¢ per day overdue, after one week. If the book is returned within three weeks of the due date, all overdue fees will be waived. If the book is returned more than 21 days after the due date, the patron will be responsible for all fines, including those accrued during the three-week grace period.
        ii. Course Reserve Books
            1. During Intensives, course reserve books are fined at $1.00 per reserve book circulation period (see II.B. for details), beginning at the time the book is due.
            2. Outside of Intensives, course reserve books are fined at $1.00 per day overdue, beginning the day after the book is due.
        iii. Users are not responsible for overdue fees on items that have been delayed in the mail while being returned to the library. Students should, however, assume that mailing books will take approximately one week and therefore should plan their shipments accordingly.
            1. If the items were postmarked prior to the due date, all fines will be waived, regardless of when the items were received.
            2. If the items were postmarked after the due date, any amount of time that exceeds seven days in transit will be subtracted from the fines.
    B. Damaged Items
        i. Users may be billed for the cost to repair or replace damaged items.
        ii. The fee for books that are currently in print will be the cost of the book plus a $25.00 processing fee.
        iii. The fee for out-of-print books will be $100.00 or the cost of a used book, plus a $25.00 processing fee. Only used books in new, like-new, or very good condition (according to Amazon's condition guidelines, available at http://www.amazon.com/gp/help/customer/display.html?nodeId=1161242) will be considered.
    C. Lost Items
        i. Items are presumed lost if they are more than 14 days overdue.
        ii. Users are not responsible for items lost in the mail, provided they:
            1. Alert library staff when they mailed borrowed items back to the library (sending a USPS tracking number is preferred), or
            2. Alert library staff promptly that the items mailed to them did not arrive.
        iii. Users who do not contact library staff about lost items may be responsible for the cost of those items, plus a $25.00 processing fee. Other fees may apply to rare, out-of-print, or otherwise difficult to replace or irreplaceable items.
    D. Lost or Damaged Book Replacement Fees

- i. Users will be charged a $25.00 processing fee for each lost or damaged book. These fees cover the costs associated with replacing titles in the library, and do not support the library's budget.
- ii. At the discretion of the library staff, users may be given the opportunity to reduce their fees by purchasing a book from the Library's Buy-A-Book campaign (https://www.razoo.com/us/story/Buy-A-Book-Library). Users may buy a book from the campaign list to offset up to 50% of their processing fees.
    1. One $25.00 processing fee will be removed from the user's bill for each book purchased and donated to the library. Books that cost more than $25.00 can be applied to multiple processing fees.
    2. Donations to the Buy-A-Book campaign cannot be applied to overdue fines or the cost of replacing a lost or damaged book. Users will still be fined for the cost of the lost or damaged book(s).
    3. Users have a limited window of opportunity to offset the cost of their replacement fees. If a user does not respond to overdue notices sent by library staff until a bill is sent by the MLTS business office, the user will be responsible for all fees and fines on that bill.
- E. Items presumed lost and then returned
    - i. Items that have been presumed lost and are then returned to the library will be fined as overdue items.
        1. Overdue books that are returned within the academic year will be fined at a maximum of $10 per book, up to $100 total.
        2. Overdue books that are not returned within one academic year will be considered lost, and users will be fined for the cost of the item as well as the $25 replacement fee.
    - ii. When the replacement fee for a lost item has been paid and the original item is then found and returned to the library, the replacement fee will be refunded to the patron if the replacement book has not yet been purchased and processed.
    - iii. When the replacement book has been purchased and processed and the original item is then found and returned to the library, the replacement fee will not be refunded to the patron.
- F. Outstanding Balances
    - i. All patrons with an outstanding balance will be blocked from checking out additional items until all books are returned and all fees are paid.
    - ii. Students with an outstanding balance will be reported to the Business Office and the Director of Student Records. Students may be restricted from registering for classes or graduating until outstanding balances are cleared.
- G. Fines and Fees at Other Libraries
    - i. Wiggin Library users who accrue fines or fees at other libraries are responsible for clearing those fines or fees.

1. Users are subject to the same fees for overdue, lost, or damaged materials from other libraries, as are users of the same type at the lending library.
2. Users must contact the library at which they have outstanding charges for more information about the fees, and to find out how to pay the charges.
3. Library staff are not able to intercede on a library user's behalf, and cannot accept payment for charges at another library.

ii. Outstanding charges at other libraries may limit a user's access to materials through I-Share or other consortial borrowing programs.

VIII. Archives and Special Collections
    A. Conduct
        i. Researchers may not have food or drink while using any archival materials or rare books.
            1. When using archival materials or rare books in the library, all food and drinks must be checked at the reference desk.
            2. When using archival materials or rare books in the Special Collections Reading Room, food or drink may not be brought in. Food and drink can be left in the Galley kitchen
        ii. Researchers must store all bags and personal effects away from archival materials and rare books.
            1. Researchers may use items necessary for their research, including paper, pencils, or computers. Pens are not allowed, and pencils will be available in the Reading Room for patron use
            2. Researchers may use cameras to capture images of archive materials.
        iii. Archival materials and rare books may only be accessed in the library, the Special Collections Reading Room, or in another workspace designated by the archivist.
    B. Access
        i. Appointments and Onsite Research
            1. Archival materials are available to researchers by appointment only. To access archival material, patrons must contact the Archivist to schedule a visit.
                a. Some materials are stored offsite and will require at least one week's notice to retrieve.
            2. Researchers must contact the Archivist to schedule an appointment, at least one week in advance.
            3. All archival materials and rare books are accessible to researchers, unless restricted by Meadville Lombard policy or donor agreement.
            4. Researchers may not pull archival materials themselves and must request materials be paged by archives staff. Only one box may be accessed at a time.
        ii. Fragile Materials
            1. Access to fragile materials is at the discretion of the Archivist.
            2. The Archivist may require patrons to wear gloves or take other precautions to preserve fragile materials.
        iii. Digital Research Request
            1. Patrons who cannot physically visit Meadville Lombard can request a digital copy of any specific document(s).
                a. A single document of fewer than twenty pages will be scanned free of charge.

b. Documents of more than 20 pages or multiple documents of any length cost $0.20 per page.
c. Fragile or large documents may incur additional charges, at the discretion of the Director of Library and Information Technology.

2. Digital research request will be fulfilled as soon as possible. Requests for archival materials stored onsite are usually fulfilled within a week. Requests for materials stored offsite will take longer.

C. Services
   i. Digitization
      1. All users can request up to 20 pages of documents and/or images to be digitized. Any request beyond 20 pages or images will cost $0.20 per page.
      2. Currently, analog audio and video cannot be digitized.
      3. Some fragile material cannot be digitized.
      4. Extra charges may be incurred for special projects at the discretion of the Director of Library and Information Technology.

D. Special Collections Reading Room
   i. Meeting Space
      1. Students and other researchers have priority over meeting space.
      2. The Special Collection Reading Room can be used for faculty or staff meetings as a space of last resort.
         a. Students and other researchers with appointments to use the Special Collection Reading Room have priority over meetings.
         b. Meetings are discouraged when the Project Archivist is using the scanning station.
      3. Requesting Meeting space
         a. Staff and Faculty Requests
            i. Faculty and staff can request to use the Reading Room as meeting space by creating a meeting in Outlook (using their @meadville.edu email address) and inviting archives@meadville.edu. The invitation should include:
               1. Date and time of the meeting
               2. The number of people attending
               3. Any special requirements for the meeting
            ii. Archives staff will review the request. If the request is approved, archives@meadville.edu will accept the meeting invitation.
         b. Student Requests
            i. Students should contact the Student Affairs department (via Claudia Espinel) to use the Special Collections

Reading Room for any meetings not related to course work.

    ii.   The Student Affairs staff will set up the meeting space with the Archives staff.

   iii.   Students who need to use the Special Collections Reading Room for course work should contact the Archives staff to make an appointment.

4. Any requests to use the Reading Room during In Gathering, Convocation, Intensives, or other periods when students are on campus must be approved by the Director of Library and Information Technology, who will approve the request sent to the archives@meadville.edu address.

ii. Food and Drink Policy
1. Drinks can be brought into the Special Collections Reading Room during meetings.
2. Coasters must be used and care should be taken to keep the Reading Room table clean for research use.

iii. Research Space
1. Use of the Special Collections reading room can be reserved by a researcher during the research inquiry process. Meadville students may request use of the Reading Room for research purposes by contacting the Archivist and do not need to go through Student Affairs.
2. All users should refer to the policies outlined above in Conduct and Access:
   a. Pens are not allowed in the Reading Room. Pencils will be provided for patron use.
   b. Food and drink are not allowed in the Reading Room. Patrons may leave food and drink in the galley.
   c. Researchers must store all bags and personal effects away from archive materials and rare books.

   d. Researchers may not pull archival materials themselves. They must request materials to be paged by archives staff.

iv. Conduct
1. Researchers may not have food or drink while using any archival materials or rare books.
   a. When using archival materials or rare books in the library, all food and drinks must be checked at the reference desk.

        b. When using archival materials or rare books in the Special Collections Reading Room, food or drink may not be brought in. Food and drink can be left in the Galley kitchen

   2. Researchers must store all bags and personal effects away from archival materials and rare books.

        a. Researchers may use items necessary for their research, including paper, pencils, or computers. Pens are not allowed, and pencils will be available in the Reading Room for patron use

        b. Researchers may use cameras to capture images of archive materials.

   3. Archival materials and rare books may only be accessed in the library, the Special Collections Reading Room, or in another workspace designated by the archivist.

E. Information Requests

   i. Patrons are encouraged to make all information requests prior to any onsite visit. These requests are necessary to determine what archival materials may be useful in a patron's research, and whether a visit to the Meadville Lombard Archive is required.

   ii. Research Assistance

      1. An information request is considered research assistance when the Archivist helps a patron determine what information is needed for their research, and what collections must be used to complete that research.

      2. Research requests can be conducted in person, by phone, by email, or over video chat.

   iii. Reference Requests

      1. Patrons can request specific information, such as graduation dates of Meadville Lombard students or the founding dates of congregations, without making a research appointment.

      2. Reference transactions can be conducted in person, by phone, by email, or over video chat.

F. Consulting

   i. The Archivist may, upon request, consult with organizations concerning establishing and running a congregational and/or organizational archive.

   ii. Consulting meetings may be conducted in person, by phone, through email, or using video chat.

   iii. This service is available to UU districts, congregations, and affiliated organizations.

IX.   Other
    A.   Patron Privacy
        i.   The Wiggin Library also supports the American Library Association's Code of Ethics statement on privacy, and complies with all state and federal laws regarding the confidentiality of library records. All information collected during the course of library business is considered confidential, and will only be shared within different library units when needed to perform specific services.
        ii.   Further reading
            1.   [American Library Association Code of Ethics](#)
            2.   [American Library Association Policy on Confidentiality of Library Records](#)
            3.   [Illinois Library Records Confidentiality Act](#)
            4.   [Wiggin Library Privacy Policy (available on the Wiggin Library website or by request from the Library Assistant)](#)
        iii.   Archive Patron Privacy
            1.   To ensure the protection and prevent theft of archival materials, patron name, collection(s) name, and date of use is tracked.
                a.   Patron information will be stored as long as necessary and cannot be anonymized or deleted at patron's request.
            2.   Information regarding archive use will only be used within the Meadville Lombard Theological School Library and Archives Department, and will not be shared except when required by law.
    B.   Library Purchases
        i.   The Wiggin Library commits to purchasing library materials in the most ethical and conscientious methods available. We have set a goal to purchase 80% of our materials from locally-owned Chicago bookstores each fiscal year. To meet this goal, the Wiggin Library is a member of Seminary Co-op. For more detail about this policy, please contact the Library Director.
            1.   This policy is under review as of December 5, 2016, as we attempt to balance the needs of Wiggin Library users with our goal of purchasing library materials through the most ethical sources possible.
    C.   Suggest a Book
        i.   Students, faculty, and staff can request library purchases by emailing the Library Director. Purchases are made on a monthly or quarterly basis, and the requester will not be automatically notified when or if the purchase has been made. If the requester would like to be notified of the purchase, s/he should email the Library Director and the Library Assistant.
    D.   Library of Congress Subject Headings and Classification
        i.   The Wiggin Library uses the Library of Congress Classification (LCC) system to organize the library collection, and Library of Congress Subject Headings (LCSH) to aide searching the library catalog. We recognize that the Library of Congress systems often use outdated hierarchies and terminology, and the systems may not be inclusive of all people. LCSH is an organized and controlled vocabulary

that is used by thousands of libraries around the world, and we continue to use LCSH in our catalog because doing so allows our library collection to be more easily used by researchers.

E. Donations

    i. The Wiggin Library may accept gifts of books and other materials with the approval of the Library Director. All donated materials become property of the Wiggin Library upon receipt, and will be evaluated with the same criteria applied to purchased materials. The library is free to dispose of any materials donated to the library if they are deemed unnecessary by the Library Director, or a person appointed by the Library Director.

    ii. For more information about donations, read the Wiggin Library Collection Development Policy.