

***Library Information for the Public  
Including University of Dubuque/UDTS alumni***

Welcome to University of Dubuque and Charles C. Myers Library.

***Borrowing privileges***

The library participates in the State Library of Iowa's Open Access program. This means that anyone aged 16 or over who lives in the state of Iowa may check books out with valid identification (current driver's license, for example). Alumni do not have library privileges unless they live in Iowa and qualify as Open Access patrons.

Current students, faculty, and staff from Wartburg Theological Seminary (WTS), NICC, Loras College, and Clarke University and other area Iowa colleges with current, valid school identification cards may also check out books.

The circulation period is four weeks. Reference books do not circulate. Periodicals, multimedia (such as DVDs), technology (such as Kindles), and interlibrary loan services are not included in the Open Access program.

***Internet Use by the Public***

Guests are welcome to use the UD\_Guest wifi. There is no password. Once connected, guests will be asked to provide a valid email address in order to verify their connection. Guests are also welcome to ask library staff for the log in and password to use library computers.

***Alumni: Off-Campus Database Access***

Alumni do not have access to library databases or e-books. ATLAS for Alums is the only exception. See library webpage for more information regarding access. Please e-mail the Alumni Office at [atlasforalum@dbq.edu](mailto:atlasforalum@dbq.edu) to request access. Once you are verified, you will receive the username and password to access the database.

***Use of the Building for Private Business***

The Library serves the educational needs of the University community. It cannot be used as a temporary or permanent office for anyone not currently associated with the University. It is not available for private business transactions, including meetings, interviews, teaching, tutoring, or the like, whether for-profit or volunteer, without the permission of the University Librarian. Anyone not currently associated with the University conducting private business in the Library without permission from the University Librarian will be asked to leave.

***Library Environment***

The public is welcome at Sylvia's Common Ground and in the entire Library. However, any member of the public that is perceived as a disruption for any reason will be asked to leave. Library policy states that cell phone ringers should be on silent while in the library. Calls that are quiet and brief are acceptable, but loud or long calls are a disturbance and patrons may be asked to move to the stairway, coffee shop, or outside. This includes calls on speaker phone and video calls.

Questions? Contact Library Director Christopher Doll at (563) 589-3215 or Assistant Director for Public Services Becky Canovan at (563) 589-3649 during business hours.