



Southwest Texas Junior College

Sul Ross - Rio Grande College



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Guest/Visitor Policy

The aim of Library Services is to support teaching and learning at Southwest Texas Junior College by offering Services and Programs that will help faculty and students attain a successful learning experience.

SWTJC Library Services Policy for Guest/Visitor Access to SWTJC Libraries

- Library Services seeks to support the educational and information needs of SWTJC students and employees.
- SWTJC guests/visitors are provided access to SWTJC libraries within specified guidelines in order to ensure priority access for SWTJC students and employees.
- SWTJC guests/visitors are individuals who are not SWTJC employees or **currently** enrolled students.

During a guest/visitor's first visit of the semester, a completed "[sign-in agreement](#)" will be required along with a **current** government-issued photo ID.

Guests/Visitors will be required to show a **current** government-issued photo ID and abide by the specified guidelines for use of resources and facilities on all subsequent visits.

To maximize use of resources and services for SWTJC students, faculty and staff, SWTJC libraries require sign-in or presentation of a current valid SWTJC ID card. Some SWTJC Library resources and services are limited by licensing agreement for use by our students and employees only.

Please note that current students and employees have priority use of all library resources and services.

It is important that you read the information below.

Visitor/Guest FAQs

Who needs to sign in?

- All Library guests/visitors sign in upon entering the Library. Anyone who is NOT a **currently** enrolled SWTJC student, or an SWTJC employee, must sign in.

Where and how do I sign in?

- You sign in at the Library's Information Desk. You will be asked to show your valid, government-issued photo ID and then complete a "[sign-in agreement](#)".

To maximize use of resources and services for SWTJC/SR-RGC students, faculty and staff, several other SWTJC/SR-RGC service locations - and now the library - require sign-in or presentation of a current valid SWTJC/SR-RGC card. Some SWTJC/SR-RGC Library resources and services are limited by licensing agreement for use by our students and employees only. Current students and employees have priority use of all library resources and services.

Does everyone coming to campus have to sign in?

- No. The Library sign-in does not create privileges for you with other SWTJC/SR-RGC campus services. The Library sign-in is only for guests/visitors using the Library.

Can I refuse to sign in?

- You can choose not to sign in at the library, however, you will need to leave the library immediately. Campus police/administration are available to answer your questions regarding SWTJC/SR-RGC campuses.

How often do I need to sign in?

- You will need to present your ID at the Information Desk **every time** you visit any SWTJC/SR-RGC campus Library.

Can Library staff "ask me" to sign in?

- Yes.

When should I sign in?

- You should sign in immediately upon entering the Library.

Do I need to sign out when I leave?

- No, you do not need to 'sign out' when leaving the library.

If you have any questions or comments about the above information please e-mail library@swtjc.edu.

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