

Library Use Policy

Rev. 06-12-2014 – RHARTMAN

Group (See Group Definitions)	Fee	WMS					In the Library		Remote use
		Status (Patron Type)	Default Exp.	Hold	Renew	ILL	IC Computer Use	HIU Wireless	Database Access
HIU Students	\$0	Student	4 years	Yes	2	Yes	Yes (hiu.edu login)	Yes (hiu.edu login)	Yes (hiu.edu login)
HIU Staff/Faculty	\$0	Staff/ Faculty	10 years	Yes	1	Yes	Yes (hiu.edu login)	Yes (hiu.edu login)	Yes (hiu.edu login)
HIU Alumni	\$0	Alumni	Annual	Yes	0	No	Yes (hiu.edu login)	Yes (hiu.edu login)	In Library Only
HIU Dorm Residents	\$0	Guest	End of semester	Yes	0	No	Yes (hiu.edu login)	Yes (hiu.edu login)	In Library Only
Apostolic School of Theology (AST)	\$0	Student	4 years	Yes	2	Yes	Yes (hiu.edu login)	Yes (hiu.edu login)	Yes (hiu.edu login)
Dongseo University (DSU)	\$0	Guest	Last day of May	Yes	0	No	Yes (hiu.edu login)	Yes (hiu.edu login)	Yes (hiu.edu login)
CSUF	\$0	CSUF Guest	End of semester	Yes	0	No	Yes – generic login IF current in WMS	No	In Library Only
SALT	\$0	Guest	Annual	Yes	0	No	Yes (HIU ID #)	Yes (HIU ID #)	Yes (HIU ID #)
Londen Institute of Evangelism	\$0	Guest	Annual	Yes	0	No	Yes – generic login IF current in WMS	No	In Library Only
Instituto Biblico Crossmont	\$0	Guest	Annual	Yes	0	No	Yes – generic login IF current in WMS	No	In Library Only
IEALC	\$0	Guest	See IEALC card	Yes	0	No	Yes – generic login IF current in WMS	No	In Library Only
SCATLA	\$0	Guest	See SCATLA card	Yes	0	No	Yes – generic login IF current in WMS	No	In Library Only
Community	\$50	Guest	Annual	Yes	0	No	Yes – generic login IF current in WMS	No	In Library Only
Other	\$0	Guest	Librarian assigned	Yes	0	No	<i>Requires Librarian approval.</i>	<i>Requires Librarian approval.</i>	<i>Requires Librarian approval.</i>

The Library staff has the authority to revoke privileges for infractions of any policy.

Priority is given to Hope International University students, faculty and staff for library use, borrowing privileges, and Information Commons (IC) computer use.

The Library Wireless and HIU network is governed by Information Systems policies.

All Library user Groups must have a current record in WMS OR be approved by a librarian before being granted access to any networked resources. See Group Definitions and Acceptable Identification below.

Library Use Policy

Group Definitions:

Group	Definition	Determined/Verified by:
HIU Students	Current Hope TUG, OUG, and GRAD student	Status is determined by Campus Management
HIU Staff/Faculty	Current Hope faculty and staff	Status is determined by Payroll or Human Resources
HIU Alumni	Alumni	Registrar (Alumni Verification form)
HIU Dorm Residents	Current residents of Hope dormitory housing	Status is determined by the Business Office (ID number)
Dongseo University (DSU)	Students enrolled in the ESL program at Hope for one year	International Student Programs office
CSUF	California State University Fullerton students, faculty, and staff	See Acceptable Identification below
IEALC	Students, faculty, and staff of the participating institutions	See list of participating institutions below
SCATLA	Students, faculty, and staff of participating institutions	See list of participating institutions below
Community	A resident of Orange County not otherwise associated with Hope.	See Acceptable Identification below
Other	Others may be approved for temporary borrowing and/or IC computer use privileges.	Approved by a Darling Librarian

IEALC (Inland Empire Academic Libraries Cooperative) participating institutions (<http://iealc.wikispaces.com/Membership+List>, June 12, 2014):

- Azusa Pacific University
- Barstow College
- Biola University
- California Baptist University
- California State University San Bernardino
- Citrus College
- Crafton Hills College
- Hope International University
- Loma Linda University
- Mt. San Antonio College
- Mt. San Jacinto College
- Pacific Oaks College
- Palo Verde Community College
- So. Cal. University of Health Sciences
- University of La Verne
- University of Redlands
- Victor Valley Community College
- Western University of Health Sciences

SCATLA (Southern California Theological Library Association) participating institutions: (http://www2.atla.com/scatla/scatla_index.html, June 12, 2014)

- Azusa Pacific University
- Bethel Seminary (San Diego) of Bethel University
- Bethesda Christian University
- Biola University
- Claremont School of Theology
- Concordia University
- Fuller Theological Seminary
- Golden Gate Baptist Theological Seminary (Brea)
- Hebrew Union College—Jewish Institute of Religion
- Hope International University
- International Theological Seminary
- King's College and Seminary
- Logos Evangelical Seminary
- Loyola Marymount University
- Master's Seminary
- Pepperdine University
- St. John's Seminary
- Southern California Seminary
- Vanguard University
- Westminster Theological Seminary
- William Cary International University
- World Mission University

Library Use Policy

Acceptable Identification: WMS and Circulation

Patron Type:	To be <u>entered</u> into WMS and for <u>renewal</u> of expired accounts:	For circulation transactions:	WMS account expiration:
Student	Periodic patron uploads from Campus Management	Current <u>HIU Student ID</u>	Default: 4 years
Staff/Faculty	Current HIU picture ID card	Current <u>HIU Staff/Faculty ID</u>	Default: 10 years
Alumni	Completed <i>Alumni Verification Form</i> AND Current picture ID	Current picture ID	One year
Guest* – Dorm Resident	Current HIU picture ID card	Current <u>HIU Dorm Resident ID</u>	End of current semester
Guest* – Dongseo University	Current HIU picture ID card	Current <u>HIU Student ID</u>	End of May
Guest* – CSUF	Current CSUF picture ID AND authorization letter from CSUF	Current CSUF picture ID	End of current semester
Guest* – IEALC	Current picture ID AND IEALC card	Current picture ID	See IEALC card for expiration date assigned by the sending institution.
Guest* – SCATLA	Current picture ID AND SCATLA form	Current picture ID	See SCATLA form for expiration date assigned by the sending institution.
Guest* – Community	Current picture ID, proof of current Orange County address, AND \$50	Current picture ID	One year
Guest* – Other	Current picture ID AND Librarian approval	Current picture ID	Expiration dates vary and are assigned by a Darling Librarian.

Before checking out items, **Guests must complete a **Guest Patron Information** form to be entered into WMS by the Library Services Manager which may take up to 24 hours to be processed.*

Library Use Policy

Acceptable Identification: Information Commons computer use

Group	Must present:	Login requirement:
HIU Students	NA ¹	@hiu.edu (Active Directory ²)
HIU Staff/Faculty	NA ¹	@hiu.edu (Active Directory ²)
HIU Alumni	NA ¹	@hiu.edu (Active Directory ²)
HIU Dorm Residents	NA ¹	@hiu.edu (Active Directory ²)
HIU Dongseo University Students	NA ¹	@hiu.edu (Active Directory ²)
CSUF	Current picture ID ³ (AND current patron record in WMS)	Generic (IC staff login) ⁴
IEALC	Current picture ID ³ (AND current patron record in WMS)	Generic (IC staff login) ⁴
SCATLA	Current picture ID ³ (AND current patron record in WMS)	Generic (IC staff login) ⁴
Community	Current picture ID ³ (AND current patron record in WMS)	Generic (IC staff login) ⁴
Other	Current picture ID ³ (AND <i>Darling Librarian approval</i>)	Generic (IC staff login) ⁴

1. No identification is required for HIU personnel .
2. The **Active Directory** includes HIU network usernames (associated with HIU email accounts).
 - Usernames are assigned by the Information Systems Department (name or ID number @hiu.edu).
 - Passwords are created by users when activating their accounts.
3. Acceptable **current picture IDs** include student picture ID from sending institution, driver's license, state ID, or passport.
4. **Generic** login information will be used by Darling Library Assistants to log authorized users in to IC computers as needed. *These logins are not to be given out to patrons.*