ADMINISTRATIVE POLICY
Issued: February 1, 2013

Graduate Student After Hours Access to the Health Sciences Library and Study Access Options Available to all students

Background

The School of Public Health has entered into a Memorandum of Understanding with the Health Sciences Library (see attachment). This agreement will enable School of Public Health graduate students with appropriately programmed “prox cards” (issued by Health Sciences Academic Services and Facilities) to access the Health Sciences Library after normal operating hours (24/7).

Policy

It is the policy of the School of Public Health to encourage graduate student afterhours prox card access to Health Sciences Library as an optional quiet study space. The School has agreed to adhere to the policies outlined in the MOU between the School of Public Health and the Health Sciences Library (see attached).

Departments across the School of Public Health each have their own policies regarding covering the costs associated with and providing prox cards for students. To access the Health Sciences Library during afterhours periods, individual graduate students are to work with their department-level student services professionals to secure a properly credentialed “prox card” in a manner consistent with their home department’s policies relating to access and how any costs involved in acquiring the card or this special access will be covered.

Due to the administrative challenges involved in managing the access program, the School of Public Health is currently unable to offer to our undergraduate students afterhours access to the Health Sciences Library. Several campus alternatives are offered below. Additionally, upon its opening in May 2013, the F332 SPH Student Lounge will be available to all SPH students once within the building.

Other Campus Quiet Study Options

University of Washington undergraduate and graduate students have access to numerous study locations (some with 24-hour access) including the following on campus locations:

- Odegaard Undergraduate Library and Learning Commons – see: [http://www.lib.washington.edu/about/hours/ougl/odegaard](http://www.lib.washington.edu/about/hours/ougl/odegaard)
- Housing and Food Services 24/7 Quiet Study Space at McMahon Hall

SpaceScout App

All students are also encouraged to download the SpaceScout app on their smart phone for the latest in quiet study locations – see: [http://www.washington.edu/lst/news/2012/use-spacescout-and-win](http://www.washington.edu/lst/news/2012/use-spacescout-and-win)
After-Hours Library Rules

These guidelines are in place to support the safety security of the library and the building as well as those using the facility after-hours. If student are not responsible users of the HSL and disregard the guidelines, the Library staff may be forced to revoke this privilege for SPH students as a whole.

Please remember these rules:

- UW ID must be available for inspection.
- All HSL users will exit the library at closing.
- T-227 has an external and internal card swipe. You MUST swipe your card on entry and upon exiting when using T-227.
- Each person must swipe for entry into the library – one swipe = one person.
- There are cameras at both doors for safety purposes.
- Keep the library clean.

Also, please note that from Monday – Friday 7:30 am – 5 pm the T-227 doors (after-hours access doors) will be unlocked, disarmed, and left open so that anyone may enter or exit the library. (Don’t worry – we have a door counter and a camera.) At all other times, the doors will be locked, alarmed, and closed with signage indicating the need to swipe a card to exit. (This swipe allows us to better understand which groups and times our facilities are being used.) It also helps with building security because these are hours when those without a building pass are not authorized to be in those corridors. At the end of the quarter we will evaluate the situation and make a determination about whether or not to continue the practice.
Health Sciences Library MOU for after hours access to HSL with School of Public Health
Date: 1/1/12

The Health Sciences Library (HSL) agrees to provide keycard access outside posted business hours, through T-227, for School of Public Health students. The SPH is responsible for getting proxy cards to their students and to work with CAAMS to develop a process to simplify adding students to the system.

It is understood that during after hours access, HSL will not be staffed and students must abide by the following rules for their safety and that of others in the library. 

Concern for your personal safety is primary. The Library reserves the right to withdraw this privilege at any time should it deem it necessary for safety and/or misuse reasons.

- All HSL users will exit the library at closing time – no exceptions. Students with the appropriate proxy card access may return 15 minutes later using T-227 door only.
- T-227, has an external and internal card swipe. You must swipe your card on entry and on exiting when using T-227.
  - NOTE: The proxy card MUST be used or an alarm will sound.)
- Each person must swipe for entry into the library – one swipe = one person.
- The T-334 door (main entrance to HSL) should not be used for exit after hours. Alarms will sound.
- There are cameras at both doors for safety purposes.
- Landlines for emergencies only are located on the third floor at the library front desk.
- Students must have UW ID available for guard checking.
- Students are responsible for policing themselves and following the posted Libraries Code of Conduct. This means, food and drink must be disposed of properly and no non-UW persons are to be admitted to the area.
- Printers, computers, copy machines, and self-checkout machines are available “as is”. Any breakdown/problem should be reported for handling the next day.

Security guards check the area 1-2 times a night and some staff arrive early in the morning. Please make your presence known.

The School of Public Health agrees to inform students of the privileges granted in this MOU as well as the responsibilities that accompany it.

[Signatures]
School of Public Health Representative

Health Sciences Library Representative

Health Sciences Administration Representative