LIBRARY ACCESS CONTROL

Policy Id:
PS.006 – Library Access Control

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IMPLEMENTATION

Library faculty may grant access to the Lloyd Sealy Library to anyone by oral or written authorization. The written authorization must be submitted to the Public Safety Officer. In the event of oral authorization, the Public Safety Officer must make an entry in the Visitor’s Logbook stating the authorizing agent’s name and the individual granted access must sign in the Visitor’s Logbook.

A. ACCESS CONTROL

The Public Safety Officer assigned to the Library Post is to assume post prior to the official opening of the Lloyd Sealy Library. The Officer is to assume the Visitor’s Logbook and ensure that all access control policies are adhered to as listed below. The Officer must check to make sure that no food or drink, other than water, is brought into the Library.

1) John Jay College Students, Faculty, Staff and Alumni must:
   • Present their College ID Card, Alumni Mini-Diploma (with a photo ID), or Alumni Card to be granted access.
   • John Jay College students without a John Jay College ID Card should be directed to the Public Safety Office to obtain a replacement ID card or be verified by Administrative personnel who will relay the student’s status to the Officer assigned at the Library Post.

2) CUNY Students, Faculty and Staff (but not Alumni) must:
   • Present a valid ID card from their respective College. The ID card’s information and picture must be legible and recognizable. CUNY Alumni must be directed to obtain an “Access Pass for Research from the Library.”

3) Law Enforcement Personnel
   • All law enforcement and fire department personnel are allowed access to the Lloyd Sealy Library upon presentation of a badge and proper departmental issued identification.
4) Visitors: Individuals carrying or issued one of the below forms must show their photo ID with the forms and be checked against the denied access list prior to signing into the visitor’s logbook at the entrance of the College.

- **Metro Title Referral Card:** These individuals are not part of the CUNY System and may be allowed access to the Lloyd Sealy Library by obtaining a one-day pass called, "Metro Title Referral Card" from a host library or a New York Public Library. The gold Metro Card will be submitted to the librarian.

- **Lloyd Sealy Library Access Pass for Research:** These individuals are not part of the CUNY System and may be allowed access to the Lloyd Sealy Library after scheduling a visit with a Librarian. A College Librarian will fill out a “Lloyd Sealy Library Access Pass for Research form” and submit it to the officer assigned to the Library Post on the day of the arranged visit (Note, this document can be valid for multiple days). The Library Post officer must collect the Lloyd Sealy Library Access Pass for Research, **on the day that it expires**.

- **Empire State College student with a valid ID:** Empire State College Students are not part of the CUNY system but are allowed access through a special agreement. Each student must valid identification from Empire State College.

- **John Jay College Mini-Diploma Cards and Alumni Cards:** Individuals with a John Jay College Mini-Diploma and/or Alumni Card may be granted access upon request.

Individuals with any other inquiries or requests to access the Lloyd Sealy Library should be directed to contact the Lloyd Sealy Library Reference Desk: 212-237-8246

Please note that food and/or beverages (other than bottled water) are not permitted in the Library.