

CHEMISTRY LIBRARY

KEY POLICY

1. Keys to the Chemistry Library shall only be given to members of the School of Chemical Sciences faculty.
2. Chemistry Library keys may not be loaned to anyone for any reason. Those not eligible for keys include: undergraduate students, graduate students, post-doctoral students, visiting scholars, faculty from other departments and non-faculty staff.
3. Faculty who enter the Chemistry Library before or after regularly scheduled hours are responsible for leaving it as they found it:
 - Doors and windows closed and locked
 - Copy machines turned off
 - Books and journals returned to shelving carts
 - Lights (except safety lights) turned off
 - No food or drink at any time.
4. All materials must be checked out before leaving the library. Charge cards are available on the circulation desk next to the faculty copying service cards. Completed cards must be left on the circulation desk.
5. The SCS Library Committee shall enforce the Chemistry Library Key Policy and shall revoke key privileges for SCS faculty who violate this policy. Persons found after hours in the Chemistry Library in violation of the above policy shall have their keys *confiscated*.