



UNIVERSITY OF  
BRIDGEPORT

# POLICY AND PROCEDURE

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| TITLE: | Library Public Use |
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## POLICY STATEMENT:

Recognizing that the primary mission of the Wahlstrom Library is to provide high-quality materials and services to University of Bridgeport students, faculty and staff, the library limits use by the public. Use of computers, printers or library physical space by members of the public is not allowed.

## PROCEDURE DETAILS:

The Wahlstrom Library limits use by the public as follows:

- Members of the general public that need to use the Library's print materials are welcome to do so by prior appointment only; please contact the library staff at 203-576-4747 to make arrangements.
- Researchers interested in working with the Library's Archives should email [Reference@bridgeport.edu](mailto:Reference@bridgeport.edu) for guidelines on requesting access. The Archives houses institutional records of the University of Bridgeport such as yearbooks and student newspapers. Access to these materials is by permission only and are never available on a walk-in basis. Please note: public access to some scans of University yearbooks and student newspapers can be found in our institutional repository UB ScholarWorks.
- Guests of University of Bridgeport students, faculty and staff are welcome while accompanied by a University community member.
- Family members of prospective students who are on campus are welcome after registering as "visitors" at the front desk.

## PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

## DEFINITIONS:

N/A

## EXCLUSIONS:

Current residents of University of Bridgeport-owned housing are welcome to use the library as members of the University Community.

## OFFICES DIRECTLY AFFECTED BY THE POLICY:

- Library
- Security

**HISTORY:** (1) The policy was created on March 31, 2018 (2) The Cabinet approved Policy on August 8, 2018 Reviewed on August 29, 2019 by Susan Hansen. Updated with new logo / University January 2020. Updated by Scott Hughes on December 8, 2023. Updated by Scott Hughes on April 16, 2025.

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| <b>EFFECTIVE<br/>DATE:</b>                    | August 23, 2018            |
| <b>RESPONSIBLE<br/>OFFICE<br/>(ONLY ONE):</b> | Wahlstrom Library/Director |
| <b>REVIEW<br/>DATE:</b>                       | Annually                   |