

Library Policy #40: Addlestone Library Access Policy

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1.0 Purpose

The purpose of the Addlestone Library Access Policy is to establish the guidelines for physical access to the Marlene and Nathan Addlestone Library building (Addlestone Library or the Library).

2.0 Scope

This policy applies to College of Charleston faculty, staff, and students, the general public, and members of special access groups, defined herein. All users of Addlestone Library must adhere to the Addlestone Library Code of Conduct (Library Policy #13). While this policy applies to general access to the Library building, other areas within the Library may have additional access requirements. This policy does not apply to Starbucks.

3.0 Responsibility

It is the responsibility of all Library employees, including student employees, to enforce this policy and report violations to Public Safety and Library leadership. It is the responsibility of patrons to follow this policy.

4.0 Cougar Card Access

- **4.1** Currently enrolled students or currently employed faculty and staff may enter the Library during hours of operation for Addlestone Library if they have physical possession of the valid Cougar Card assigned to them by Campus Services HQ.

- **4.2** Cougar Cards must be electronically validated each time the Library is entered and exited.
- **4.3** Cardholders whose cards are rejected during the electronic validation process will be denied entry.
- **4.4** Patrons found attempting to enter the Library with someone else's Cougar Card will be denied access and referred to Public Safety and/or the Office of the Dean of Students.
- **4.5** Faculty and staff with a valid Cougar Card can escort one or more individuals in their party into the Library.
- **4.6** If a patron's physical access needs to be revoked, all College policies will be followed.

5.0 Visitor Access

- **5.1** Visitors are defined as any member of the general public who does not possess a valid Cougar Card or belong to any of the groups defined in sections 6.0 and 7.0.
- **5.2** Visitor hours are Monday-Friday, 9 am - 5 pm, or by appointment outside of these hours. Visitors without an appointment outside of visitor hours will be asked to leave the Library after 5 pm on weekdays and will not be admitted on weekends.
- **5.3** Visitors must complete the following sign-in procedure:
 - Fill out an Addlestone Visitor Log form on an iPad at an entry desk.
 - Present a physical government-issued photo ID to the staff at the desk; pictures of photo IDs cannot be accepted.
 - Receive and wear a visitor badge at all times when in the Library.
- **5.4** Visitor badges are only valid for the date issued and may be used for reentry during visitor hours. Visitor badges must be visible to staff members while in the library and at the entrance desk each time the library is entered and exited.
- **5.5.** For a group of visitors, only one adult member of the party needs to fill out the visitor form. Each adult member must present an ID and receive and wear a visitor badge.
- **5.6** Minors who are not currently enrolled students seeking to enter the Library must be accompanied by a parent or legal guardian unless they are participating in a scheduled event/class with a General Activity Release Waiver on file that is signed by a parent or legal guardian.
- **5.7** Current College of Charleston students who are authorized to possess a Cougar Card may only enter the Library by signing in during visitor hours three times per semester.

6.0 Affiliate Access

- **6.1** Affiliates are defined as, but not limited to, current members of the following groups:
 - Friends of the Library Members
 - PASCAL Affiliates: those currently enrolled in classes or employed at a PASCAL member institution
 - Emeriti Faculty

- College of Charleston Alumni
 - **6.1.1** Alumni Access Cards are issued by Addlestone Library staff to those deemed College alumni; this card only pertains to library access and other associate alumni library privileges outlined in Library Policy #15: Borrowing Policy.
 - **6.1.2** Alumni with outstanding fines on undergraduate or graduate library accounts may be denied alumni access until the student account is cleared.
 - **6.1.3** Alumni who are eligible for an active Cougar Card will not be issued alumni access.
- Members of institutions with which the Library has a current reciprocal or access agreement
- **6.2** Affiliate IDs must be validated each time the Library is entered, including reentry during the same day. Affiliates will be assigned a barcode to adhere to their existing institution ID or be issued a Library Access Card.
- **6.3** Affiliates must inform entry desk staff each time they exit the library.

7.0 Special Collections Extended Reader Access

- **7.1** Special Collections Extended Readers are defined as members of the general public who have been approved through an application process to be eligible for an Extended Reader Card because it has been determined that their research will require visits over multiple consecutive days to Special Collections.
- **7.2** Individuals approved for Special Collections Extended Reader status will be issued a Special Collections Extended Reader card.
 - **7.2.1** Application turnaround time can vary depending on application timing and staff availability. However, Special Collections staff will strive to respond to applications within three business days.
 - **7.2.2** Approved applicants must present a valid photo ID when picking up their Extended Reader Card.
 - **7.2.3** Special Collections Extended Reader Cards do not include privileges outside of Special Collections (i.e., no computer access or circulation privileges for Addlestone Library's collection).
 - **7.2.4** Special Collections Extended Reader Cards expire on the last date that the researcher indicated on their application.
 - **7.2.5** Special Collections Extended Reader Cards may be renewed at the discretion of Special Collections staff.
 - **7.2.6** Special Collections Extended Reader Cards grant access to the cardholder only.
 - **7.2.7** Special Collections Extended Reader Cards must be validated each time the Library is entered, including reentry during the same day.
- **7.3** Special Collections Extended Readers may access Addlestone Library only during Special Collections' operating hours (typically Monday through Friday, 9 am - 5 pm, with exceptions posted at library.charleston.edu/hours).

- **7.4** The Special Collections Extended Reader application process is managed by Special Collections staff, who notify Access Services staff of approved applications to initiate card and account creation.
- **7.5** Special Collections Extended Readers must follow the Addlestone Library Code of Conduct at all times.
- **7.6** Special Collections Extended Reader status can be revoked at any time.

8.0 College of Charleston Tour Groups and Prospective Students

- **7.1** Tours conducted/led by the College's Admissions Office or other College Departments are permitted to enter the Library for a short tour as a group. The group leader must have their Cougar Card validated when entering or exiting the library with their party.
- **7.2** Prospective students and family members on an official College visit, usually identified by carrying a "gold bag" from Admissions, may enter the Library to view the facility. Prospective students and family members who are not on an official College visit will follow the visitor access procedures in section 5.0.

9.0 Exceptions

The following exceptions are not conclusive and may be amended or temporarily edited by the Library or College administration:

- Guests to planned and approved classes or events in the Library
- Guests of the Dean of Libraries
- Students who arrive for scheduled instruction and events listed on the daily agenda at each service desk may be granted an exception to enter the library without a Cougar Card, even after posted visitor hours.
- For College-sponsored events on Rivers Green, exceptions to the Access Policy may be granted for restroom use. These arrangements must be made in advance in order to inform our staff.
- Facilities Management College employees and Charleston Culinary Group contractors may be granted access without a Cougar Card when performing job-related duties.
- Exceptions to the Access Policy may be granted for contractors hired by the College who are conducting work in the library.

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Approved: Dean of Libraries 7/16/2025

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(Note: Clarified exception for student access during classes or events)

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(Note: Added 7.0 to include addendum to policy for Special Collections Extended Reader
Access)

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