



# Winthrop University Dacus Library Research

The primary goal of the Winthrop University Library is to support the instructional and research activities of the Winthrop University academic community. The Library must create a safe and secure environment in which to provide these information needs. Therefore, as a security measure, a Winthrop University identification card or a scheduled appointment will be required to enter Dacus Library.

**All questions/blanks must be answered for the form to be accepted. Incomplete forms will not be processed.**

**This card will provide building access only (no checkout privileges)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Describe your research project (continue on back):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested Length of Access Time:**

- Day Pass  1-3 weeks  1-3 months  6 months

**What specific resource(s) do you need in Dacus Library which is not available elsewhere?**

\_\_\_\_\_  
\_\_\_\_\_

**Which other libraries have you consulted?**

\_\_\_\_\_  
\_\_\_\_\_

**Are you a current student or faculty member at another college or university? If so, please provide a copy of your I.D.**

\_\_\_\_\_  
\_\_\_\_\_

Submit this form with a copy of a current photo ID to the following address:

**Dean Mark Herring, Dacus Library  
Winthrop University  
Rock Hill, SC 29733**

All visitors are expected to abide by the *Winthrop University Policy on the Appropriate Use of Information Technology Resources.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Patron Access Card Policy

The Ida Jane Dacus Library provides access and services for students who are enrolled at Winthrop University. Print and non-print materials are selected by Winthrop faculty and library staff to serve the needs of those students and faculty of Winthrop University.

Other patrons who wish to gain access to Dacus Library must fill out a research application form (available on the library's web site) and submit the form along with a copy of a current picture ID. **A research project is required for access to Dacus. Projects may be as short as one day or as long as several years. Projects must require the use of Dacus materials that are not available elsewhere.**

Patrons are given a maximum of six months to complete a project and can reapply for renewal at the end of the six months if more time is needed. Violations of our acceptable use policy or inappropriate behavior will result in immediate dismissal and a revocation of the access card. Please see the following web page for further details: <http://www.winthrop.edu/dacus/about/patroncodeofconduct.htm>).

Students from other in-state institutions will be granted access privileges for the time needed to complete their research project after completing the application form and submitting a current picture ID as well as a college/university ID. All researchers from out-of-state online college/universities must pay a \$100 card access fee for the first six months and \$50.00 for each 6 month period thereafter.

The Ida Jane Dacus Library is not a public library. Rock Hill maintains an excellent public library that is located less than a mile from Winthrop's campus. Research that can be done by patrons at the public library will be referred to the public library. Moreover, there are many excellent public libraries in the area within easy driving distance (e.g., Fort Mill, York) and all provide access to the web.

### Why Was My Application Denied?

Patron applications are most often denied because the form is incomplete (all fields are required), **there is no discernible research project listed, or the one listed does not require the use of Dacus materials. Reading the local paper, searching the web, needing a quiet study space or simply checking job openings are frequently listed research projects that are turned down. These are projects that can be accomplished at one of the area's local public libraries.** Winthrop University shall have sole discretion in granting access to the Library.

Any patron who applies and is turned down is welcome to resubmit his or her application for further review.

All applications are examined and a response is given in one business day, with the exception of university or federal holidays.