

## Visiting Scholars and Sponsored Visitors: Library Privileges

Traditionally, Northern Illinois University Libraries has extended library privileges to visiting scholars and international visitors who are unaffiliated with the University. The privileges involve the following:

### **Borrowing**

Visiting scholars and international visitors are eligible to have library privileges subject to library policies, <http://www.ulib.niu.edu/aboutus/circulationpolicy049.pdf>.

A visiting scholar from a CARLI I-Share institution who has an institutional ID card may make use of the collection and services without any special provision.

Visiting scholars, not affiliated with a CARLI institution, and international visitors must be sponsored by an academic unit on campus. It is important that the sponsoring unit understand that any billing issue on the part of the scholar which cannot be resolved will become the academic unit's responsibility.

Either the Associate Dean for Public Services or the Head of Access Services should determine if the visitor will be accommodated with low-end privileges—a 4-week loan period with up to three renewals—or, if there is a need for high-end privileges—a 16-week loan period with up to ten renewals and IDS privileges. Departments may also request high-end privileges.

The unit head for circulation in Access Services will oversee the issuance of a Courtesy Card with appropriate privileges. Groups of visiting scholars or international visitors may also be accommodated.

The affiliated sponsoring department may arrange for a Visiting Scholars ID card. The card itself is a special issuance and limited in the services provided, but can include library services with appropriate privileges. It would take the place of a Courtesy Card. The ID card will be set with an early expire based on the visiting scholar's last day.

### **Use of Materials Within the Libraries**

Any visitor may visit the University Libraries and use

- the on-site public access terminals, which includes access to all of the library's databases, e-books, and online journals;
- microforms and the microforms reading room;
- all other materials within the libraries that are needed for professional or scholarly research purposes.

## **Services Available**

- Reference service is available at the first floor Reference desk during the posted hours of service. The service extends to visitors requiring assistance.
- Sponsored visitors with high-end privileges may obtain library materials not owned by NIU Libraries from other libraries through Information Delivery Services, subject to conditions specified in the library's Information Delivery Services policy, <http://www.ulib.niu.edu/aboutus/illpol.cfm>.
- Library orientation tours and guides on the use of the University Libraries are available.

## **Privileges not available**

- Application for faculty carrels.
- Wireless Internet access via the VPN program.
- Off-campus access to the library's databases, e-books and online journals.

## **Printing**

Self-service printers and photocopiers are available for use in Founders Memorial Library during all open hours.

## **Compliance**

Visiting scholars and sponsored visitors who fail to comply with the rules and regulations of the University Libraries may lose their library privileges.

Rev: 7/7/2009; 9/29/2009