



VITERBO
UNIVERSITY

TODD WEHR MEMORIAL LIBRARY

Alumni, Emeriti, and Retirees

*The Todd Wehr Memorial Library welcomes alumni, emeriti, and retirees of Viterbo University. **(If the Murphy Center doors are locked but the library is open, please call the library Main Desk at 608-796-3269)***

Library privileges include:

- In-person check-out of circulating materials.
- Use of library's in-house computers and access to campus Wi-Fi.
- Printing and photocopying available with an IIT-created account or by paying by page at the library's main desk.
- Interlibrary loan services are restricted to print books, videos, and CDs. Items must be picked up from the main desk in person.
- Electronic delivery of print journal articles owned by the library.
- Emeriti retain the use of library databases both on and off campus. However, due to licensing contracts, off-campus access of library databases cannot be offered to alumni or retirees, although in-library use is allowed as stated above.

Because library staff may need to contact outside offices, you may not be able to check out materials upon your first visit:

- Alumni status must be verified prior to receiving privileges.
- Emeriti are listed on the Viterbo University website.
- Retirees may need to wait for confirmation from the Human Resources Office.

The following guidelines must be followed:

- Computers and software are not intended for commercial use.
- Children 14 and under must be accompanied by a parent or guardian.
- The library reserves the right to ask users for identification and to revoke all user privileges for policy violations or inappropriate behavior.

PATRON INFORMATION:

Name: _____

Address: _____

Phone Number: _____

E-mail (VU email preferred if available): _____

Year graduated or retired: _____

By signing this agreement, I agree to follow all library policies and to accept responsibility for fees on items that are lost, damaged, stolen, or otherwise beyond retrieval in a reasonable state. I understand that the University may take whatever steps it deems necessary to recover its items and agree to compensate for any additional charges that may be incurred in retrieval or collection. I understand that the privilege of using Todd Wehr Memorial Library may be revoked at any time under the discretion of Viterbo University. I also understand that not all library services may be provided for me while this agreement is in effect.

Patron Signature: _____ **Date:** _____

Library Employee Use:

- Attach photocopy of driver's license or a photo ID to this form.
- Give patron a copy of this completed form (front and back).
- Place this form in Circulation Manager's mailbox who, if needed, will forward a copy to Alumni Office or Human Resources.
- Circulation employees will create patron account.

Form processed by: _____ Date: _____