



HOWARD-TILTON  
MEMORIAL LIBRARY

### **Public Access Policy**

The Howard-Tilton Memorial Library is a private library with public access whose primary mission is to serve the students, faculty and staff of Tulane University. Recognizing its value to the greater New Orleans community and its unique resources of broader interest, the Library welcomes visitors and special borrowers. Public access to the Library is not extended to visitors as a surrogate for the general use of public or other academic libraries in the New Orleans area, however. Use of the Library by minors below the age of 14 unaccompanied by an adult is not permitted at any time.

Services and privileges covered in this policy include walk-in workshops, reference or point-of-use instruction, interlibrary loan and document delivery, mediated online searching, requests for in-process materials, requests for on-order materials, and recommendations for item purchases. Levels of service are determined through the reference interview and are described below for the Library's user groups.

Tulane students, faculty, and staff are given priority assistance and are entitled to all services and privileges listed above. Tulane students, faculty and staff affiliated with programs supported by the Tulane libraries of business, law and medicine receive priority assistance and are entitled to all services and privileges except interlibrary loan, document delivery, and mediated online searching. Tulane alumni with alumni borrowing cards are entitled to most services and privileges except interlibrary loan, document delivery, mediated online searching, Microsoft Office and other licensed software, and off-campus access to research databases.

#### **Visitors and Special Borrowers**

Visitors and special borrowers are welcome to use the Library's General Collections, the Special Collections in Jones Hall, and the Library's Government Documents Depository. Special borrowers are those included with the LOUIS Reciprocal Borrowing programs, other reciprocal borrowers, and those who have purchased special borrower cards.

All borrowers with Tulane library cards or reciprocal-, alumni-, and special library cards may request in-process and on-order items and may submit recommendations for new purchases.

For use of the General Collections, visitors and special borrowers may expect basic assistance that includes a brief introduction to searching the local catalog and/or another resource most appropriate to the visitor's needs. For use of the unique materials at Special Collections, visitors and special borrowers may expect basic assistance that includes a brief introduction to searching the local catalog, onsite finding aids, and resources most appropriate to the visitor's needs. More in-depth assistance with Special Collections is available by pre-arrangement or as staff time permits.

Visitors and special borrowers served by other local libraries are expected to use their home library for in-depth instruction or detailed help with research topics. Instructors at other colleges and universities

should not refer their students to Howard-Tilton for resources and services available at their own institution.

At Howard-Tilton Memorial Library, during [regular semester hours](#), night access to the library is limited. At 7:00 PM, access to the library will be limited to active Tulane affiliates. Only a Tulane ID will be accepted for entry after 7:00 PM. A security officer is stationed at the entrance security desk to assist with any problems, answer questions, and monitor security cameras.

### **Willow High School Students**

Tulane has established a long-term commitment to and partnership with the Willow Charter School District. As part of this partnership, the Howard-Tilton Memorial Library works with the librarian and teachers at Willow High School to offer borrowing privileges and other services to Willow students in grades 9-12.

### **Pre-College Students**

Minors under the age of 14 must be accompanied by an adult to enter the building.

Teachers and librarians interested in bringing high school students to Howard-Tilton Memorial Library can contact the Scholarly Engagement Department at [scholarlyengagement@tulane.edu](mailto:scholarlyengagement@tulane.edu).

However, general use of the Howard-Tilton Memorial Library by pre-college students is not encouraged. The services and resources of the library are designed for study at the undergraduate level and above. Pre-college students not attending Willow High School are asked to work with their school's librarian to determine other appropriate local libraries and other sources of information that are available to them.

Unannounced visits by a teacher with a group of pre-college students are not allowed.

Pre-college students are not allowed in the Library during exam periods.