

FAQs -- ACC Library Guests/Visitors

Signing In

Who needs to sign in?

All Library guests/visitors sign in upon entering the Library. Anyone who is NOT a currently enrolled ACC student, or an ACC employee, must sign in.

Current ACC students and employees do not need to sign in.

Where and how do I sign in?

You sign in at the Library's Reference Desk. You will be asked to show your valid, government-issued photo ID and then complete a "[sign-in agreement](#)."

To maximize use of resources and services for ACC students, faculty and staff, several ACC service locations, including the Library, require sign-in or presentation of a current valid ACC ID card. Some ACC Library resources and services are limited by licensing agreement for use by our students and employees only. Current students and employees have priority use of all library resources and services.

Does everyone coming to campus have to sign in?

No. Only guests/visitors wanting to use the LIBRARY must sign in at the Library.

Does signing in at the Library get me into other campus services?

No. The Library sign-in does not create privileges for you with other ACC campus services. The Library sign-in is only for guests/visitors using the Library.

Can I refuse to sign in?

You can choose not to sign in at the library; however, you will need to leave the library immediately. [Campus police are available to answer questions regarding your use of ACC campuses.](#)

Guests/visitors DO have access to other areas on campus, such as the food court, cafeteria, both inside and outside student lounge, and study space in student lounges.

In addition, ACC hosts a number of theatre/drama, musical and educational events on ACC campuses and welcome guests/visitors to those activities.

How often do I need to sign in?

You will need to sign in every time you visit any ACC campus Library.

Can Library staff "ask me" to sign in? Yes.

When should I sign in?

You should sign in immediately upon entering the Library.

Do I need to sign out when I leave?

No, you do not need to 'sign out' when leaving the library.

TexShare

Do TexShare visitors need to sign in?

Yes. All guests/visitors sign in, including those with TexShare cards.

Do TexShare visitors still have circulation privileges?

Yes, you will need to follow the ACC Library policy for TexShare users that we have had in place since 1997. (<https://www.tsl.state.tx.us/texshare/libsearch/searchResults.php?orgId=213>) ACC's TexShare card policy also requires your presentation of a valid photo ID to check-out materials. (<http://library.austincc.edu/gen-info/txshare-borrow-about.php>)

Can guests/visitors obtain a TexShare card here?

No. State guidelines require that we can issue TexShare cards only to current ACC students, faculty and staff; however, you may obtain the card from your local public library or from the college library where you currently attend school.

Do all guests/visitors entering the ACC Library need a TexShare card?

No. You do not need a TexShare card to enter the Library, but TexShare cardholders must still sign in at the Reference Desk with a valid photo ID. And, if you are a TexShare Borrower you WILL need your TexShare Card in order to check-out materials.

Identification Cards

Why do I need my photo ID to sign in?

Your valid, government-issued photo ID proves who you are when you sign in and your signature on the sign-in sheet is your agreement to follow all Library policies - so, we need both - ID and signature. In fact, ACC college- wide policy requires current, valid photo IDs to use most ACC services, even for students.

What if I don't have it with me?

You cannot sign in, and therefore, cannot use the Library on your visit to the campus.

What is a valid photo ID?

A valid ID is a current photo ID card from a State or Federal government agency. Example -- Driver's licenses (any state), Texas Dept of Motor Vehicles IDs for non-drivers, passports, US Resident Alien Cards, or Military Photo ID.

What is NOT a valid photo ID?

Examples include: Expired IDs, credit cards, bus passes, bills, receipts, mail, and other personal documents, other school or college ID cards with no photo, report cards, TexShare cards, and photocopies of identification cards.

What if I just don't want to show you my ID?

You can choose not to sign in at the library; however, you will need to leave the library immediately. Campus police are available to answer questions regarding your use of ACC campuses.

Guests/visitors DO have access to other areas on campus, such as the food court, cafeteria, both inside and outside student lounge, and study space in student lounges. In addition, ACC hosts a number of theatre/drama, musical and educational events on ACC campuses and welcome guests/visitors to those activities.

Can you really ask me to show my ID?

Yes. Library staff, police, and other ACC employees may ask you to show your ACC ID and/or other ID, at any time. And, an ID is required for many Library services. Your ID is essential.

Library Use – Library Facilities

Because I sign in, can I ...

... use everything in the library?

Many items in the Library are available for visitor use -- but not everything. Some resources and services are available only to current ACC students and employees.

... just hang-out all day in the Library without using Library resources?

The assumed purpose of Library guests/visitors - even for TexShare card holders - is to use ACC Library resources. As all visitors quickly learn, our Library resources, including facilities and space are very limited. ACC students have priority access to all resources and services in the Library. If you are just looking for a place to 'hang-out' on campus, more appropriate locations are campus lounges. If you are not using Library resources, the Library staff may ask you to go elsewhere on campus to ensure that students and guest/visitor researchers have access to the Library facilities and materials they need.

... read a Library book?

Yes, you may read ACC Library books in the Library without checking them out.

... check out books to take home?

Only guest/visitors with a valid TexShare Card and photo ID may check out books as per the TexShare User policy.

... reserve materials?

No. This service is limited to ACC student/employees with current, valid ACC IDs.

... use Library laptops?

No. This service is limited to ACC student/employees with current, valid ACC IDs.

... read magazines?

Yes, you may read ACC Library print periodicals in the Library.

Because I sign in, can I ...

... use photocopiers?

Yes, copies are currently 10¢ per page.

... use printers?

Yes, copies are 10¢ per page, payable in cash to the Library Circulation Desk at the time copies are made.

... use Library Computers?

After signing in at the reference desk, a reference librarian will assist you with logging onto a library computer workstation. You may use only the computer you have been logged onto. Your use is limited to 30 minutes. If all visitor/guest computers are busy, you are welcome to wait. See more information in the Computer Use section.

... use other Library services like InterLibrary Loan?

No. Many services, like Interlibrary Loan, are available only to current ACC students and employees.

... use the College or Library WiFi?

No. ACC and Library wireless networks are reserved only for current ACC students and employees.

... use the IRT Computer Center?

No. These facilities are limited to ACC student/employees with current, valid ACC IDs.

... use the IRT Media Center?

No. These facilities are limited to ACC student/employees with current, valid ACC IDs.

... use the video/DVD player in the media viewing area?

Yes, you may use the video/DVD player in Media labeled Guest/Visitor VCR/DVD Player. Media viewing is limited to one resource viewing per day.

... use the media on shelves for viewing? Yes

... bring my own media in for viewing on media VCR/DVD players?

Any personal material for viewing must conform to ACC's Acceptable Use Policy and any relevant state and federal laws.

Computer Use

Do I have free use of any computer in the Library?

No. Your computer use is limited to those computers identified as guest/visitor workstations. Please be sure to see the Library Acceptable Use Guidelines linked at the bottom of the Library Home Page. Guest/visitor computers allow general Internet access only. Use of ACC databases is reserved - based on the college's contract - for ACC students and employees only. ACC Reference Librarians can provide you with a brochure that identifies locations surrounding ACC campuses where you can access databases.

How can I find those guest/visitor computers?

A reference librarian will assist you with logging onto a guest/visitor computer workstation. Guests/visitors are limited to 30 minutes. The computer will automatically log off after 30 minutes. See the Time Limits section below.

What are the Library Acceptable Use Guidelines?

Library Acceptable Use Guidelines are standards outlining what is acceptable for computer use, internet use, and other related behaviors in the Library. All Library users - including guests/visitors must comply with the guidelines. Our expectation is that you will read the Guidelines prior to using ACC resources.

Where can I find the guidelines?

The guidelines are linked at the bottom of the Library Home Page (<http://library.austincc.edu>) or directly at <http://library.austincc.edu/gen-info/AUP/>

What happens if I violate the guidelines?

Guests/visitors, ACC students and ACC employees who do not follow these standards of behavior may be denied use of Library computer and network resources. Violators of these standards may also be subject to penalties under College regulations and under local, state, or federal, laws. Library Services reserves the right to modify this policy at any time.

Computer Use – Time limits

What is the time limit?

The time limit is for each DAY at this Library. You are allowed 30 minutes. The computer will automatically log off after 30 minutes. If no one is waiting, you may extend your time at the computer for up to another 30 minutes by asking the reference librarian to log you on again. You may not exceed a total of 60 minutes per day. Note: Depending upon campus resources, events, and classroom activities, you may not be able to extend your time right away. You may have to return later. ACC Reference Librarians can provide you with a brochure that identifies additional computer resources surrounding ACC campuses for your use.

Why is there a time limit?

Given the limited number of computers at all ACC libraries, we must limit computer activity to ensure equitable access for students, employees, and guests.

What if I want more time than the limit?

Your time limit is for the entire day at this library. Come back tomorrow and your time starts over again.

When does the time limit 'start'?

Your time starts when the reference librarian logs you on to the computer. The computer is set to automatically log off after 30 minutes.

Must I use ONLY "guest/visitor" computers?

Yes. You must use only those computers.

What happens if I refuse to give up the workstation after the time limit?

The policy will be enforced by Library staff. You are welcome to speak with Campus Police regarding our enforcement procedures. You may be required to leave the library.

What if no one is waiting when my time limit is reached?

Your time limit is for the entire day, even if no one is waiting.

When my computer time is up – do I have to leave the library?

That is just the time limit for computer access in the library. You do not have to leave the library at that same time.

What if the Library has more than one ‘guest/visitor’ computer?

The time limit is for your entire computer use within that Library for the entire day. It does not start over if you move to another guest/visitor computer.

What if I decide to leave this Library and go to another ACC campus library?

It is important that you understand that you will be asked to sign in all over again at the other library. After that – you may be allowed computer use again. The computer time limit clock starts over.

Computer Use – Printing

Can I print from the computer?

Workstations are connected to printers. Some libraries have only one printer that is shared by all users in the library. All printing by guests/visitors costs 10¢ per page.

How much can I print?

We advise all library users to limit the amount they print by first using Print Preview to determine the exact pages they need to print. Excessive or unnecessary printing may trigger additional costs to the person who is printing.

Does it cost \$\$ to print?

All printing costs TEN cents (10¢) per page, payable in cash to the Library Circulation Desk staff at the time of printing. If you are not able to pay for all prints, you may not print. Please consider emailing items to yourself instead of printing.