



Wardman Library is first and foremost an academic library dedicated to serving the faculty and students of Whittier College. However, the Library also welcomes non-College users from within and outside our local community. Non-College users may use public computer terminals and Library materials in the building but do not have printing or copying privileges. An overhead scanner is available to scan and email copies.

Non-College users are advised that they are expected to respect a code of conduct, available upon request, to which all Library users must adhere. College users will always be given priority over other users, and non-College users under the age of 16 must be accompanied by an adult at all times. Users who fail to recognize these points may be asked to leave the Library.

Courtesy cards enable non-Whittier College users to check out materials from the Library, but do not confer computer or printing privileges. Only full-time Library staff members can issue courtesy cards, for which the following policies apply:

- Card holders may check out a limit of three items at any time, with one renewal permitted.
- Card holders may borrow materials in the general collection only, including DVDs. No materials on course reserve may be checked out.
- Card holders may gain wifi access. Password credentials are not shared. Library Staff will enter the password into card holders' laptop or device.
- There are two types of courtesy cards: **White** courtesy cards are issued to those non-Whittier patrons who do not have to pay for borrowing privileges (see below). **Blue** cards are issued to anyone who pays a \$75 annual fee, with \$125 joint cards available to married couples and domestic partners. Courtesy cards expire one year from their date of issue.
- The following patrons are entitled to a free **white courtesy card**, which expires one year from their date of issue:
 - Cal State Fullerton students: with a valid ID and a completed form from CSUF indicating that they can borrow at Whittier College.
 - Whittier-area teachers: Teachers and administrators from Whittier-area school districts who can produce proof of their affiliation have borrowing privileges.
 - Clergy from Whittier churches.
 - Whittier College and Whittier Law School alumni, and John Greenleaf Society members.

Courtesy cards can be revoked if code of conduct is violated, excessive fines are incurred, or card holders is repeatedly overdue with loaned material.