TREXLER LIBRARY CIRCULATION POLICY  
Community Members

Members of the community who are not DeSales University faculty, staff, or students are welcome to become patrons of Trexler Library and use our resources.

Community Members include: DeSales University Alumni, Chestnut Hill College students, LVAIC Universities, Marywood University students, local area residents, Pennsylvania Shakespeare Festival, and Summer Theatre Institute participants.

REGISTRATION
- Please present a valid photo ID (Driver’s License, Marywood or Chestnut Hill ID) at the Circulation Desk when you are requesting a library card.
- The community no-fee library card registration is for one year.

USING THE LIBRARY
- Community members may check out a total of five books at one time. Books circulate for a 30 day borrowing period and may be renewed. Patrons are not subjected to a daily overdue fine, but if books are more than 30 days overdue, the patron will be charged for the cost of the book and a $10 billing fee per item.
- Community members may not check out any media or use Trexler Library’s Interlibrary Loan service.
- As a member of our community we welcome you to access library databases, the Internet, and Microsoft Office from the designated Public Access Computer located on the first floor. Usage of Public Access Computer is limited to two hours.
- Printing is not available to Community Members. Please save your work to either the cloud (such as Google Drive or Dropbox) or to an external drive. Flash Drives are sold at the Circulation Desk for $4.00.
- Community patrons may use Trexler Library photocopiers, at $0.10 per page. Please ask at the Circulation Desk for assistance accessing the copiers.
- Campus visitors should park in the Dooling Hall visitors section, Labuda Center, or Gambet Center parking lots. The Trexler Library lot is designated for students.
EXCEPTIONS & ADDITIONAL INFORMATION

- **Chestnut Hill College Students**
  Chestnut Hill College students should place their Interlibrary Loan requests through their Chestnut Hill College Office. To retrieve printed documents at the first floor Reference Release Printer, Chestnut Hill students will need to enter the generic login provided by the Chestnut Hill Office to access the web print function. Please contact professors or program administrators for this information.

- **Marywood University Students**
  Marywood University students should place their Interlibrary Loan requests through their Marywood University Office. To retrieve printed documents at the first floor Reference Release Printer, Marywood students will need to enter the generic login provided by the Marywood Office to access the web print function. Please contact professors or program administrators for this information.

- **Pennsylvania Shakespeare Festival**
  PSF registrations are for the duration of the yearly program. Participants may check out media as this is a necessary part of the program.

- **Summer Theatre Institute**
  STI registrations are for the duration of the yearly program. Participants may check out media as this is a necessary part of the program.