

# Guest Policy

Guests--including alums, retired staff, Wheaties' friends and families, and our Norton neighbors--are welcome to use the library. Our primary mission is to serve the College's students, staff, and faculty. At times, we may ask you to yield to our primary users.

See our:

- [Library floor plans](#)
- [Accessibility information](#)

## Building Access

You may use the library during Guest Hours (link to hours calendar with "Guest Hours" added). Entrance to the building at other times will be restricted to Wheaton ID card access. [Registered overnight guests](#) may be swiped into the building during these times and must be accompanied by their host.

## Collections Access

### Print Collection

While in the building, you are welcome to access our print collection. If you would like to check out a book, please bring a current photo ID to the Information Desk in the [Atrium](#). You may check out up to 5 items for 28 days. If you would like to renew, please call 508-286-8224.

HELIN Consortium members, including faculty, students and staff from Community College of Rhode Island, Johnson and Wales University, Providence College, Rhode Island College, Roger Williams University and Salve Regina University may also borrow materials from certain collections. HELIN members must present a valid college or university ID at the Circulation Desk.

### Electronic Resources

You may access our electronic collections while in the library. See below for information on using library computers and networks. (10th grade)

### Archives

To schedule an appointment in the [Archives](#), email [archives@wheatoncollege.edu](mailto:archives@wheatoncollege.edu).

## Computer/Network Access

You may bring your own internet enabled devices and connect to the College's [guest WiFi network](#).

To use public computing stations in the library, see the *Public Computing in Wallace Library* policy.

You may use the Windows computers in the [Atrium](#). Ask for a temporary login ID at the Information Desk.

You may use the Mac desktops in the [Woolley Electronic Classroom](#) and the design stations in the [Clark Room](#).

## Printing and Scanning

You can print from any of the PCs in the Atrium using a temporary login ID. You may scan print materials using the Zeta scanner in the Atrium. You may scan microfilm or microfiche using the microform scanner on the [Periodicals Level](#).

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