

**Meadville Lombard Theological School
Library and Archives Access Policies**

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All policies are subject to change.

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I. Information Services and Resources

- A. **Library Staff Support.** Library staff are subject specialists in Unitarian Universalism and have experience in assisting patrons in theological, historical, and social scientific research related to the study of religion and religious communities. In addition, library staff can provide one-on-one training or group training on using library resources, citation practices, and copyright best practices. Faculty can schedule library staff for in-person or online instruction as part of their courses. More information about library support for teaching faculty can be found in the [Library Support for Faculty Teaching](#) guide. All library staff requests can be directed to library@meadville.edu
- B. **Wiggin Library.** Consisting of 35,000 volumes, the Wiggin Library comprehensively collects all published Unitarian, Universalist, and Unitarian Universalist material. It collects at an advanced level in the subjects of American Religious History, Congregational Leadership, Ecology, Ethics, Hebrew and New Testament Bible, Humanism, Liberalism (Religion), Paganism, Neo-paganism, Occult, Earth Religions and New Religions, Practical Theology and Worship Arts, Religious Education, Theology, and Transcendentalism. Also included in the Wiggin Library is the Meadville Lombard Theological Thesis and Dissertation Collection, which holds all submitted thesis and dissertations. The Wiggin Library also has several collections of special materials to enhance student life and connect to student interests: boardgames, tarot decks, worship materials, and all resources on the MFC Reading List. More information about the Wiggin Library collection can be found in the [Collection Development Policy](#).
- C. **I-Share Libraries.** For research and other interests that extend beyond Unitarianism, Universalism, and Unitarian Universalism, and/or the subject areas collected at the advanced and basic levels of study, Wiggin Library provides I-Share access to students and faculty. I-Share is a merged, union catalog of the holdings of all I-Share libraries in CARLI (Consortium of Academic and Research Library in Illinois). Accessed via the online catalog through the same interface as the Wiggin Library, I-Share provides easy access to 35 million volumes from over 90 different academic libraries. Patrons with I-Share access often use I-Share and Wiggin Library interchangeably.
- D. **OCLC Interlibrary Loan.** For material that cannot be accessed through existing library resources and services, eligible patrons can request an interlibrary loan (ILL) through library staff. The library does not charge other libraries for ILL items. Eligible patrons can request paid ILL items from other libraries but will be responsible for paying any associated charges. While library staff will make all

reasonable ILL requests, the library cannot guarantee other libraries will fulfill those requests.

- i. **Articles.** For articles not in supported databases, eligible patrons can request library staff to place an OCLC ILL request for those articles.
- ii. **Books.** For books not in Wiggin or I-Share, eligible patrons can request library staff place an OCLC ILL request for those books. Books borrowed through OCLC ILL must be picked up and returned onsite at the Wiggin Library.

E. Digital Resources.

- i. **Ebooks.** The Library provides access to over 50,000 ebooks. When possible, course reserves will include ebooks.
- ii. **Articles.** The Library provides database access to Atla Religion Database with AtlaSerials and JSTOR-Religion and Theology. In addition, the library provides support for patrons using the free resources Open Access Digital Theological Library and Google Scholar.
- iii. **Reference.** The Library provides complete online access to the Routledge Religion Handbooks, the Oxford Religion Handbooks, and the Cambridge Companions to Philosophy and Religion. The library also provides access to Oxford Biblical Studies Online.
- iv. **A-Z Resource List.** The Library hosts a searchable list of over 300 digital resources, most of which are open access and do not require a Meadville Lombard account to access.

- F. Archives and Special Collections.** Meadville Lombard has over 400 physical and digital archival collections, with topics ranging from Puritanism to Paganism and everything in between. Our emphasis is liberal religion in the west, 20th century Unitarian Universalism, and communities underserved and excluded by traditional archives. The single largest collection we hold is the UUA Congregational Records, which tell the story of every Unitarian, Universalist, and Unitarian Universalist congregation from the 1920s to the 1990s.

II. Library Patrons

- A. Students.** Student privileges include access to library staff support, the Wiggin Library (including special material collections), I-Share Libraries, access to OCLC Interlibrary Loan for articles (free and paid), and all digital resources. Access to the Archives and Special Collections does not require library privileges. In addition, students can receive borrowing privileges from the University of Chicago and any ACTS Library. Student accounts are created automatically by library staff and their Meadville ID with a library barcode attached functions as

their library card. If desired, students must request University of Chicago and ACTS accounts.

- i. Degree Seeking Students maintain their library privileges until graduation.
- ii. Non-degree Seeking Students (such as AHA Certificate students, auditors, students from other schools, and students-at-large) maintain their privileges for one year from the beginning of their most recent class.

Both degree and non-degree seeking students will have a block placed on their library account if a hold is placed on their student account by the Office of Registrar, effective at the end of the term in which the hold is placed or upon withdrawal from all classes. Students with an account hold will be able to return books, but will be unable to check out books, renew books, or use digital resources. The library can also place a block a student's account due to overdue and lost books. More information about this can be found in Section IV.

- B. **MLTS Faculty and Staff.** Faculty and staff privileges include access to library staff support, the Wiggin Library (including special material collections), I-Share Libraries, access to OCLC Interlibrary Loan for articles and books (free and paid), and all digital resources. Access to the Archives and Special Collections does not require library privileges. In addition, faculty and staff can receive borrowing privileges from the University of Chicago and any ACTS Library. Faculty (core, affiliate, adjunct) and staff library accounts are automatically created. For core faculty, affiliate faculty, and staff, their library privileges are dependent upon their continued employment at Meadville Lombard. Adjunct faculty receive library privileges when contracted with Meadville Lombard and the privileges last for one year. Emeritus faculty must request a library account and will have indefinite library privileges.
- C. **Alums.** Alums (including those with honorary degrees) have access to library staff support, the Wiggin Library, limited OCLC ILL, and, when on campus, digital resources. Alum accounts last for three years and can be renewed. Access to Archives and Special Collections does not require library privileges. Alum must request an account and will be given a Meadville Lombard borrowing card with a library barcode.
- D. **Community Patrons.** Community users are all users who want to use Meadville Lombard resources but are not students, faculty/staff, or alums. Community users have access to library staff support, the Wiggin Library, limited OCLC ILL, and, when on campus, digital resources. Access to Archives and Special Collections does not require library privileges. Community accounts last for three

years and can be renewed. Community users must request an account and will be given a Meadville Lombard borrowing card with a library barcode.

- E. **Consortial Patrons.** The Meadville Lombard Library and Archives is part of many different library consortia. Consortial Patrons have access to library staff support and Wiggin Library material held in the Main Stacks. They cannot use circulation by mail options. To access Wiggin Library resources at a distance, they must request material through I-Share (if eligible) or OCLC Interlibrary Loan through their home library. All Consortial Patrons have the same borrowing responsibilities as other patrons, as described in Section III, and are responsible for lost book costs as described in Section IV. The specifics of these relationships and the different library privileges for each group can be found in Section VII B. Access to Archives and Special Collections does not require library privileges.

III. Circulation

A. **Circulation Length.**

- i. **Students.** Unlimited number of books checked out at a time for 4 weeks each, with renewals up to 4 months, excluding Course Reserves (Wiggin and I-Share).
- ii. **Faculty and Staff.** Unlimited number of books checked out at a time for 4 weeks each, with renewals up to 4 months (Wiggin and I-Share).
- iii. **Alums.** Up to 5 books checked out at a time for 4 weeks each, with renewals up to 4 months (Wiggin Library only)
- iv. **Community Patrons.** Up to 3 books checked out at a time for 4 weeks each, with renewals up to 4 months (Wiggin Library only).
- v. **Consortial Patrons.** Dependent upon consortial agreements. For more information, see Section VII B.

B. **Circulation Options.**

- i. Detailed instructions for using the various circulation options can be found in the [Using the Online Catalog](#) Instruction page.
- ii. **In-Person at Meadville Lombard.** All patrons can check out and return Wiggin Library and I-Share books at the library in-person. The library is accessible by appointment from 9:00am to 4:00pm CST, Monday through Friday. In addition, the library has regularly scheduled open hours posted on the website and expanded hours during Intensives. It is strongly encouraged to schedule an appointment for any library visit outside of Intensives. For patrons without a Meadville Lombard ID, scheduled appointments are required for all visits so we can notify security to let you into the library.

1. Identification.

- a. Students, faculty, and staff should present their Meadville ID when checking out books in-person. If a patron does not have their Meadville ID with them when checking out books, they may be asked for a second form of photo ID.
 - b. Alum and Community patrons should present their Meadville Lombard borrowing card when checking out books in-person.
 - c. Users from I-Share libraries must present their school ID and/or library card to check out books from the Wiggin Library or any other I-Share school.
 - d. Users from ACTS schools must present a photo or school ID and their ACTS library card when checking out books. Students from ACTS schools without an ACTS library card should contact the staff at their school's library for assistance.
- iii. **In-Person at other I-Share Libraries.** All patrons with I-Share privileges have the option to pick-up and return both Wiggin Library and I-Share books at any of the I-Share libraries in Illinois using their Meadville Lombard ID with an active library barcode.
- iv. **Mail.** In most instances, students, faculty, alums, and community patrons have the option to borrow and return library material through mail. Any book in the Wiggin Library circulating collection published after 1870 (depending on condition) can be shipped directly to patrons anywhere in the United States. I-Share eligible patrons may receive and return I-Share books by mail, as well. The Library covers the cost of shipping library items to patrons, with patrons paying the return shipping. Library materials can be sent via USPS using library rate or media mail.

1. Borrowing Books by Mail.

- a. After placing a request through the online catalog, you will receive an automated email when the item has been checked in and is available on the hold shelf. There is no need to reply to take any action upon receiving this email if you have selected pick up at "USPS Delivery (MLTS Only)."
- b. When the item has been charged, you will receive a second automated email confirming the item has been charged to you and indicates the due date.

- c. A third email will be sent by the librarian fulfilling your request with a list of the items being shipped and a USPS tracking number for the package. Meadville librarians will use your current address in Populi for shipping. If you would like your items sent elsewhere (like an office), either put a comment in your request from the catalog or email library@meadville.edu with that information. If you are an Alum or Community patron, library staff will email you to confirm your preferred shipping address.

2. **Returning Books by Mail.**

- a. Pack the item(s) in a sturdy, secure box or padded envelope. If items are lost or returned in damaged condition due to insufficient packing, you will be responsible for replacement costs. Mail items to:
Meadville Lombard Theological School
Wiggin Library
610 S Michigan Ave.
Chicago, IL 60605
- b. Send an email to library@meadville.edu to alert the Wiggin Library that your items are en route, and please include a tracking number. In the event there is an issue in the mail, this email and tracking number lets us know that you returned your items on time and in advance of the due date.
- c. You will receive an automated email when your items have been successfully returned. Books borrowed through home delivery can also be returned in person at the circulation desk or at another I-Share library, if desired.

C. **Recalls.** All Wiggin Library books in the general collection and I-Share books are subject to recall. Wiggin Library items on course reserve will not be recalled.

D. **Borrower Responsibilities.**

- i. Patrons are responsible for lost or damaged items. See Section IV for more details.
- ii. Mailed items may take up to 10 days to arrive at the destination. Patrons should notify the Librarian if mailed items do not arrive in a timely manner. If a patron contacts the library staff because items have been delayed in the mail, due dates for book from Wiggin Library can be

modified to accommodate the delay. For I-Share books, patrons are encouraged to contact the I-Share library that circulated the book.

- iii. Library notices are a courtesy. Failure to receive a notice is not a basis for altering or waiving a fee.

IV. **Fees and Account Blocks**

A. **Wiggin Library.**

- i. **Overdue Fees.** The Library does not charge overdue fees to any patron.
- ii. **Damaged Items.** Patrons will be billed for the cost to repair or replace material they damaged. If an item is damaged in transit, take a photograph of the book and email library@meadville.edu immediately.
- iii. **Lost Items and Account Blocks.**
 1. When an item is 21 days overdue, a block will be placed on the patron's library account. This block applies to both Wiggin Library and I-Share library materials.
 2. At 35 days overdue the item is considered lost and the cost of the book will be applied to the patron's library account. The patron's account block will remain in place until the cost is paid and/or the item is returned. The lost item fee will be equal to the cost to replace the book plus a \$25.00 processing fee, per lost item.
 3. Patrons are not responsible for books the library has shipped to them that are lost in the mail but are responsible for the books they return to Meadville Lombard through the mail.
 4. Meadville Lombard Students will be restricted from registering for classes or graduating until outstanding balances are cleared
 5. Alum Patron will be have holds placed on their Meadville Lombard account and be unable to request their transcripts until outstanding balances are cleared.

B. **I-Share Libraries**

- i. Patrons are subject to fines and fees for overdue, lost, or damaged materials from I-Share libraries. Meadville Lombard patrons who accrue fines or fees at I-Share libraries are responsible for resolving those fines or fees. Fines and fees at other libraries are administered according to those libraries' policies and not Meadville Lombard's policies.
- ii. Meadville Lombard library staff are not able to intercede on a patron's behalf and cannot accept payment for charges at another library. Patrons must contact the library at which they have outstanding charges for more information about the fees, and to find out how to pay the charges.

- iii. Outstanding charges at other libraries may limit a patron's access to materials through I-Share or other consortial borrowing programs. Just as with material from Wiggin Library, students will be restricted from registering for classes or graduating until outstanding I-Share balances are cleared.

C. Outstanding Balances

- i. All patrons with an outstanding balance will be blocked from checking out additional items until all books are returned and all fees are paid. This block applies to both Wiggin Library and I-Share library materials.
- ii. Meadville Lombard Students with an outstanding balance will be reported to the Business Office and the Registrar. Students will be restricted from registering for classes or graduating until outstanding balances are cleared for all Wiggin Library and I-Share material.

V. Circulation Policy by Item Type for Wiggin Library

A. Main Stacks.

- i. The majority of books in Wiggin Library circulate to all students, faculty/staff, alums, and community patrons, both through in-person or mail circulation. Fragile or difficult to replace material is circulated at the discretion of library staff. Books published prior to 1870 will not be circulated by mail and have to be accessed in the library.
- ii. All eligible items in the Main Stacks are available for I-Share and OCLC Interlibrary Loan.

B. Course Reserves.

- i. The Wiggin Library places at least one copy of each required and recommended book for all courses currently being offered on course reserve. Books are placed on reserve two weeks prior to first day of the course and remain on reserve until the final assignment is due. Only students can access course reserves.
- ii. Course reserve books circulate for 3 weeks during the regular semester and for 1 week during Intensives and may not be renewed
- iii. Students may have up to three course reserve books checked out at any given time. Ebooks do not count towards that maximum.

C. Non-circulating Materials.

- i. Periodicals, Reference, Rare Books, and theses and dissertations do not circulate and can only be accessed in the library or the Special Collection Reading Room

- ii. A photocopier is available in the library for users who need to make copies of non-circulating books and periodicals at a cost of 10¢ per page. Photocopies cannot be made of fragile books.
 - iii. Patrons should contact library staff to request digital copies of non-circulating materials, available at the discretion of library staff.
 - iv. Patrons who require items only available on microfilm should contact the Librarian.
- D. **Special Materials.** The Wiggin Library has several collections of unique resource types.
- i. **MFC Reading List.**
 1. The Wiggin Library holds at least one copy of every published book/article on the Ministerial Fellowship Committee (MFC) reading list (available through the [UUA website](#)), shelved separately from the Main Stacks. If an MFC reading list book is on course reserve, it is only accessible to students registered for that class and it circulates according to the course reserve policy.
 2. Eligible patrons can borrow books from the MFC collection circulate for 3 weeks during the regular semester and 1 week during Intensives. Patrons may borrow up to 3 MFC books at one time.
 3. More details about the MFC Reading List collection can be found on the [Course Reserves and MFC Reading List](#) page.
 - ii. **Boardgames.**
 1. The Wiggin Library has a collection of boardgames available for use in the library or borrowed for 48 hours during Intensives by eligible patrons. To borrow a boardgame, visit the library during open hours and bring the desired game to the circulation desk to check it out.
 2. Boardgames are not currently listed in the online catalog, but can be browsed in the library.
 3. Boardgames do not circulate by mail.
 - iii. **Tarot Decks.**
 1. The Wiggin Library has a small collection of tarot decks that are available to use in the library or borrowed for 48 hours during Intensives by eligible patrons. To borrow a tarot deck, visit the library during open hours and bring the desired deck to the circulation desk to check it out.

2. Tarot decks are not currently listed in the online catalog, but can be browsed in the library.
 3. Tarot decks do not circulate by mail.
- iv. **Worship Materials.**
1. The Wiggin Library stores a collection of worship materials (chiefly hymnals) that can be borrowed for use in the library or in any Meadville space or classroom. These materials do not need to be formally checked out, but return of materials is based on an honor system and understanding that this collection is for the benefit of all members of the Meadville Lombard community.
 2. These worship materials are shelved separately from the Main Stacks. There are also copies of hymnals and worship materials available in the Main Stacks that can be checked out according to general circulation policies.
- E. **Books Not Found on the Shelves.** Any patrons who find an item listed in the catalog that is neither checked out nor on the shelf should notify the Librarian so that we can correct that system.

VI. Library Space

A. **General Space Polices**

- i. The library door will be kept locked at all times, except during posted open hours. The elevator to the library floor remains locked without a valid Meadville Lombard ID, except during open hours.
- ii. The library encourages students and staff to take advantage of the library space as a place to work individually or in small groups. All patrons are expected to respect the library space and resources, and to respect the right of other users to work in a quiet, clean, and peaceful atmosphere. Due to the limited amount of space in the library, the library prioritizes student and course-related use of space.
- iii. **Food and Drink.** Limited food and drink are allowed in the library space. Drinks must have lids and be kept sealed if not being used. Light snacks are allowed with the expectation of maintaining a quiet and clean study environment. Restrictions to food and drink being brought into the library are at the discretion of library staff on duty. All food and drink must be kept off the worktables or study carrels if library materials are being used.
- iv. **Individual or Group Workspace.** Individuals or small groups may use any of the library's workspaces and do not need to make a reservation to do

so when using the library during Intensives open hours. Outside of open hours during Intensives, anyone who needs to use the library should contact library staff to reserve space.

- v. **Class Space.** Faculty members are encouraged to make use of the library space during class time. The library can be used as a break-out space for classes and has enough room for entire classes to meet in small groups. At least 24 hours before the space is needed, faculty members should contact library staff to reserve the space. Requests for in-class library use may be approved on a first come, first served basis.
- vi. **Meeting Space for Faculty and Staff.** Library space can be used for faculty or staff meetings when other spaces are not available. The library prioritizes the needs of students and other researchers. Faculty and staff holding meetings in the library should expect that students may be using the library as a workspace. Students working on class assignments may be asked to relocate to another spot in the library but may not be asked to leave the library. Faculty and staff must schedule meeting use in the library with library staff at least two days before the meeting. A member of the Library staff will be available at the meeting's start time to give the attendees access to the library. The library door will be kept locked at all times, unless the meeting is during the library's posted open hours.
- vii. **Student Groups.** Student groups can schedule time in the library. All requests must be placed through Student Affairs.

B. **Computers and WiFi**

- i. All library users are able to use one of the five public computers in the library, which do not require individual log-in credentials.
- ii. Patrons may use the public WiFi in the library for computers and mobile devices.
- iii. The public computers and WiFi network in the library fall under the purview of the Spertus Institute. Meadville users of the Spertus network and Spertus library PCs are subject to Spertus acceptable use policies.

C. **Printers and Copiers**

- i. All patrons may print using the public computers in the library or at the reading room print station. Patrons are allowed to use the library printers to print a reasonable number of pages.
- ii. A photocopier is available in the library. All copies are 10¢ per page. The photocopier is owned and operated by Spertus.
- iii. Scanners are not available for patron use. Patrons who require a digital copy of a library item should speak to library staff.

VII. Consortial Relationships

A. **Meadville Lombard Patrons using Consortial Resources and Services.**

- i. **I-Share.** I-Share eligible patrons must have their Meadville Lombard Theological School ID and library barcode in order to check out books at I-Share libraries. Patrons should check the policies at individual libraries for more information about their borrowing and use policies. More information about I-Share libraries can be found in Sections III and IV.
- ii. **Association of Chicago Theological Schools (ACTS).** ACTS eligible patrons must have an ACTS card in order to check out books at other ACTS libraries. Eligible patrons should request an ACTS card from library staff. A list of ACTS libraries can be found at <http://www.actschicago.org/>. Patrons should check the policies at individual libraries for more information about borrowing policies.
- iii. **Chicago Area Theological Library Association (CATLA)** Reciprocal borrowing is one of CATLA's founding principles. However, no formal borrowing agreement exists. Meadville Lombard students, faculty, and staff are encouraged to contact the other member libraries whose resources they wish to use to ensure that the other libraries offer borrowing privileges to CATLA members. More information about CATLA and a full list of the CATLA member libraries can be found at <http://www.catlalibraries.org/>. Patrons should check with individual libraries for more information about their borrowing policies.
- iv. **American Theological Library Association (Atla).** Meadville Lombard Library and Archives is a proud participant in the ATLA Reciprocal Borrowing Program, which connects Meadville Lombard students and faculty with theological libraries across the country. Wiggin Library users with proof of current enrollment can visit a library at a seminary near them and use that library's resources. For more information about the ATLA Reciprocal Borrowing Program and a full list of participating libraries, visit <https://www.atla.com/Members/programs/Pages/Reciprocal-Borrowing-Initiative.aspx>. Patrons should check with individual libraries for more information about their borrowing policies.
- v. **University of Chicago.** Meadville Lombard students, faculty, and staff have borrowing privileges at the University of Chicago libraries as part of the Hyde Park Seminaries. Users must have a valid Meadville Lombard ID

card and a current ACTS card. For more information, visit <http://www.lib.uchicago.edu/e/using/access/researchers.html>.

B. Consortial Patrons using Meadville Lombard Resources and Services.

- i. **All Consortial Patrons.** Consortial Patrons cannot use circulation by mail options. To access Wiggin Library resources at a distance, they must request material through I-Share or OCLC Interlibrary Loan through their home library. All Consortial Patrons have the same borrowing responsibilities as other patrons, as described in Section III, and are responsible for fees and lost book costs as described in Section IV. Consortial Patrons do not have access to digital resources provided by Meadville Lombard.
- ii. **I-Share.** Patrons from other I-Share libraries can check out all available material in the Main Stacks. They must present their valid school ID with the appropriate I-Share barcode in order to check out books. I-Share patrons can visit the library during the open hours posted on the library website or by appointment.
- iii. **Association of Chicago Theological Schools (ACTS).** Patrons from ACTS libraries can check out all available material in the Main Stacks. They must present a valid ACTS card in order to check out books. ACTS patrons can visit the library during the open hours posted on the library website or by appointment. If an ACTS patron is also an I-Share patron, it is preferred they use their I-Share account to check out books.
- iv. **American Theological Library Association (Atla).** Patrons from libraries that participate in the Atla Reciprocal Borrowing Program can check out all available material in the Main Stacks. They must present a valid school ID in order to check out books. I-Share patrons can visit the library during the open hours posted on the library website or by appointment.
- v. **University of Chicago.** Patrons from the University of Chicago patrons can check out all available material in the Main Stacks. They must present a valid University of Chicago ID in order to check out books. University of Chicago patrons can visit the library during the open hours posted on the library website or by appointment.

VIII. Archives and Special Collections

A. Access.

- i. All archival materials and rare books are accessible to patrons, unless restricted by Meadville Lombard policy or donor agreement. Access to fragile materials is at the discretion of the archives staff. Archives staff

may require patrons to wear gloves or take other precautions to preserve fragile materials.

B. Appointments and Onsite Research

- i. Archival materials are available to patrons by appointment only. To access archival material, patrons must contact the Archivist to schedule a visit. Patrons must contact the Archivist to schedule an appointment at least two weeks in advance.
- ii. Researchers may not pull archival themselves and must request materials be paged by archives staff. Only one box may be accessed at a time.

C. Scanning Request.

- i. Patrons who cannot physically visit Meadville Lombard can request a digital copy of specific document(s).
 1. A single document of fewer than twenty pages will be scanned free of charge.
 2. Documents of more than 20 pages or multiple documents of any length cost \$0.20 per page. Fragile or large documents may incur additional charges, at the discretion of the Director of Library and Archives.
 3. Digital research request will be fulfilled as soon as possible. Requests for archival materials stored onsite are usually fulfilled within a week.

D. Information Requests. Patrons are encouraged to make all information requests prior to any onsite visit. These requests are necessary to determine what archival materials may be useful in a patron's research, and whether a visit to the Meadville Lombard Archive is required. An information request is considered research assistance when the Archivist helps a patron determine what information is needed for their research, and what collections must be used to complete that research. Research requests can be conducted in person, by phone, by email, or over video chat.

E. Reference Requests. Patrons can request specific information, such as graduation dates of Meadville Lombard students or the founding dates of congregations, without making a research appointment. Reference transactions can be conducted in person, by phone, by email, or over video chat.

F. Special Collections Reading Room. All usage of archival material will occur in the Special Collections Reading Room.

- i. Patrons may not have food or drink while using any archival materials or rare books. Food and drink can be left in the Galley kitchen.

- ii. Researchers must store all bags and personal effects away from archival materials and rare books. Researchers may use items necessary for their research, including paper, pencils, or computers. Pens are not allowed, and pencils will be available in the Reading Room for patron use. Researchers may use cameras to capture images of archive materials.
- iii. **Meeting Space.** When the Reading Room is not being used by patrons, the Special Collection Reading Room can be used for faculty or staff meetings as a space of last resort. Students and other researchers with appointments to use the Special Collection Reading Room have priority over meetings. Meetings are discouraged when the Reading Room scanning station is being used.
 - 1. **Food and Drink Policy for Meetings.** Drinks can be brought into the Special Collections Reading Room during meetings. Coasters must be used and care should be taken to keep the Reading Room table clean for research use. Food is never allowed in the reading room.
- G. **Consulting.** Archive staff may, upon request, consult with organizations concerning establishing and running a congregational and/or organizational archive. Consulting meetings may be conducted in person, by phone, through email, or using video chat. This service is available to UU districts, congregations, and affiliated organizations.

IX. **Other**

- A. **Patron Privacy.** The Wiggin Library supports the American Library Association’s Code of Ethics statement on privacy and complies with all state and federal laws regarding the confidentiality of library records. All information collected during the course of library business is considered confidential and will only be shared within different library units when needed to perform specific services.
- B. **Library of Congress Subject Headings and Classification.** The Wiggin Library uses the Library of Congress Classification (LCC) system to organize the library collection, and Library of Congress Subject Headings (LCSH) to aide searching the library catalog. We recognize that the Library of Congress systems often use outdated hierarchies and terminology, and the systems may not be inclusive of all people. When cataloging new material, library staff will use inclusive, accurate, and just terminology. If library stuff discovers outdated terminology in existing bibliographic records, we will update those terms. If patrons have any issues with subject headings and classification, please contact the library at library@meadville.edu so we can correct it.

- C. **Collection Development Policies.** The Meadville Lombard Library and the Meadville Lombard Archives and Special Collections collection development polices can be found at <https://www.meadville.edu/library-and-archives/mission/>