

WAGNER COLLEGE  
HORMANN LIBRARY

ALUMNI APPLICATION

PLEASE PRINT LEGIBLY

DATE: \_\_\_\_\_

NAME: (Last) \_\_\_\_\_ (First) \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(Street) (City, State, Zip)

PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

Is this application: New: \_\_\_ Renewal: \_\_\_ Year of Graduation \_\_\_\_\_ Wagner ID # \_\_\_\_\_

As a Wagner College Alumnus, I:

- Have obtained a Wagner College Alumni ID from the Alumni Office (Reynolds House, x3224)
- Agree to present my Alumni ID and sign the Guest Logbook every time I enter Horrmann Library
- Have reviewed and agree to comply with the library's [Policies](#)
- Understand that Group Study Rooms, laptops and reserve textbooks are reserved for current students and faculty only

*The library reserves the right to cancel library privileges for failure to adhere to these terms.*

\_\_\_\_\_  
Signature of Applicant

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TO BE COMPLETED BY LIBRARY EXPIRATION DATE: \_\_\_\_\_

Individual Facility Use, with valid Alumni ID Free

Computer Use (includes 100 pages of printing) \$10

PAID by Check \_\_\_ Cash \_\_\_ Amount \$ \_\_\_\_\_ ALUMNI CARD: mailed \_\_\_ picked up \_\_\_

APPLICATION RECEIVED BY \_\_\_\_\_ Date: \_\_\_\_\_

# LIBRARY POLICIES

## Access and Borrowing Privileges

Wagner College is a private educational institution, as is the Horrmann Library. Full access to the Library is granted only to current Wagner College students, faculty and staff. Community Patron cardholders who have paid for access privileges must present a valid Community Patron card upon entering the library. Please note that the library reserves the right to restrict or modify guest and alumni access during final exams and midterms, or for any other reason at the discretion of the Dean of the Library.

## Wagner College Alumni Access and Borrowing Chart

HORRMANN LIBRARY ACCESS PRIVILEGES						BORROWING PRIVILEGES		
Library Access	Group Study Room Use	Computer Access	Wi-fi Access	Print Collection (Library use only)	Access to Databases & Ebooks	Borrow Books	Access Textbook Reserves	Borrow Laptops (Library use only)
YES	NO	Optional *Computer Use fee	YES Guest wi-fi	YES	Optional *Computer Use fee; Library use only	NO	NO	NO

## Food and Drink

Small packaged snacks (cookies, chips) and drinks are permitted in most areas of the library. Beverages must be in spill-proof containers. Eating and drinking are not permitted in the lower level Smart Lab and around Library computers. All trash should be deposited in the proper receptacles located throughout the building.

## Lost and Found

The library is not responsible for any items left unattended by patrons. All items left in the library will be held until end of business on the same day. If patrons do not pick up their belongings within that time frame, all found items will be delivered to Public Safety the following morning at open of business.

## Mobile Phone Use

Talking on cell phones is prohibited in the Library. Cell phones should be turned off upon entering the building.

## Privacy and Confidentiality

In New York State, the confidentiality of library records is controlled by New York Civil Practice Law and Rules § 4509 which states:

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Horrmann Library promotes, and is committed to, the protection of the privacy of all Wagner College community members. Your rights of confidentiality and privacy include, but are not limited to:

- Information about materials checked out or accessed, this includes information regarding database queries or information about any items checked out via the circulation desk, interlibrary loan, or course reserve.
- The content of reference questions, interviews or consultations conducted in any format including in person or online visits.
- Use of library facilities including any equipment or services used.
- Discussions with library staff concerning your account or use of the library facilities.

Please be advised that any information collected as described herein is subject to disclosure pursuant to subpoena, court order, or as otherwise authorized by applicable law.