

ACCESS TO INLOW HALL DURING EVENING HOURS AND WEEKENDS

The following rules and procedures govern access to Inlow Hall from 6:30 p.m. to one hour before library opening.

1. Persons **with** Jagtags (students, faculty and staff) may enter the building through doors governed by electronic card readers at any time before library closing. They may also enter through unlocked doors at the New York Street entrance before 9:00 p.m. However, all such persons must display their Jagtags to the ESG security person at the reception desk upon entering the building.
2. Persons **without** Jagtags (members of the public, such as members of the bar) may enter the building for proper purposes before 9:00 p.m. through unlocked doors at the New York St. entrance. To enter and remain in the building, such persons must sign in and display photo identification at the reception desk.
3. Between 9:00 p.m. and library closing, all manually operated exterior doors will be locked. Only persons with Jagtags may enter the building, again displaying their Jagtags at the reception desk. Persons without Jagtags (members of the public) who have previously entered the building may remain until library closing. However, persons without Jagtags may not enter the building after 9:00 p.m.
4. At library closing, all persons, except those authorized 24-hour access, must exit the building. (Faculty and staff are authorized 24-hour access.) This will be enforced by ESG security personnel.
5. ESG security personnel will also be present in the building on weekends. The rules stated in paragraph 1 and 2 above apply during the period between library opening and 9:00 p.m. The rules stated in paragraphs 3 and 4 above apply to the period between 9:00 p.m. and library closing.
6. Any incident of theft, violence or disruption should be immediately reported to the ESG security person, when present, or to the campus police. Library patrons should be aware that we have installed emergency phones on the second and third floors of the library. These connect directly to the campus police.
7. These rules and procedures may be modified for law school special events. **FACULTY, STAFF AND STUDENTS PLANNING SPECIAL EVENTS FOR EVENING HOURS MUST CONTACT THE BUILDING ADMINISTRATOR, SUSAN BUSHUE-RUSSELL, IF PERSONS WITHOUT JAGTAGS ARE EXPECTED TO ATTEND.** The person planning a special event will be expected to provide ESG Security with necessary instructions for accommodating the event where this is deemed necessary by the Building Administrator.
8. During certain public events in and around Military Park, access to Inlow Hall may be further limited.

THE ABOVE STATED MEASURES WILL BE IN EFFECT DURING PERIODS OF THE YEAR IN WHICH CLASSES ARE IN SESSION OR IN WHICH FINAL EXAMINATIONS ARE BEING ADMINISTERED. WHEN CLASSES ARE NOT IN SESSION AND FINALS ARE NOT BEING ADMINISTERED, THE BUILDING WILL BE CLOSED TO THE PUBLIC DURING EVENING HOURS, AND ACCESS TO THE BUILDING DURING EVENING LIBRARY HOURS WILL BE BY JAGTAG ONLY.

It is important that faculty, staff and students ensure that they have their Jagtags in their possession at all times at which they seek entry to the building. As student access to the building is tied to library hours under the above stated rules, students should also ensure that they are aware of these hours. The library hours are posted on the law school' s website.