Policy Regarding Alumni/ae Use of Livingston Library

The primary function of the Livingston Library is to support the research of students and faculty. Anyone planning to visit the Library to do research on site is required to make arrangements in advance; however, the Livingston Library staff cannot provide dedicated research support to individuals.

As associate members of the Student Organization, Webb alumni/ae are entitled to certain library privileges. With the goals of satisfying alumni/ae needs while ensuring that currently enrolled students and teaching faculty have clear top priority, the following policy is promulgated: Alumni/ae may use the library for research on a not-to-interfere basis with enrolled students or active faculty upon approval by the Librarian.

To facilitate information retrieval and library staff assistance, requests should be made in advance of the proposed visit and should include the nature of the research and the date/time of proposed use. Requests may be made by letter, fax, or e-mail.

Books or other library materials may not be checked out by alumni/ae. See Policy Regarding Interlibrary Loan. If an alumnus/a chooses to copy material himself/herself, the fee is $0.10 per page. The Webb Honor System applies.