

# Academy Library Visitor Policy

*The Class of 1945 Library at Phillips Exeter Academy is a private, secondary school library with a mission to support the educational, research and recreational reading purposes of Phillips Exeter Academy and is primarily for the use of the Academy Community.*

All visitors to the Class of 1945 Library have the status of guests, and are subject to all School policies and to all requirements that the School in its discretion may impose on campus visitors.

## **Prospective students and families:**

- Please introduce yourselves to a member of the Library staff. We are happy to answer your questions about our collections, services and spaces.

## **Researchers:**

- Requests to view materials from the Archives and Special Collections must be submitted at least fourteen working days in advance through the online [request form](#) on the Library website prior to a prospective visit.
- Members of the public interested in a specific item in our collection that they are unable to obtain from their public library can request to view the item at one of the tables on the Main floor. Contact the Research Help Desk by [email](#) or phone at 603-777-3313 before you come to the Library to see if the item is available.

## **Architects and those interested in the Library architecture:**

- When school is in session architecture visits are limited to the exterior of the building.
- Visitors interested in viewing the interior building architecture must request permission for a self-guided tour during school breaks in November, January, March, June and August, when the building is open. Contact Academy Librarian Gail Scanlon at [gscanlon@exeter.edu](mailto:gscanlon@exeter.edu) or 603-777-3328 for available dates and times.

## **All Visitors:**

- You are required to sign the visitor register log at the Reference/Help Desk listing the date & time, your name, address and reason for visit each time you use the Library.
- Visitors may not have any contact with students or solicit them in any way at any time.
- Taking photographs, video or digital images that include any members of the Phillips Exeter Academy Community are prohibited.
- The Library may not be used for commercial or paid services at any time.
- We reserve the right to limit or deny access at any time to those who are not members of the Academy Community.

**Providing the Class of 1945 Library with the right level of security allows us to anticipate and respond to concerns of any type. Building access control is one of the most important functions to ensure the safety and security of the Academy students, staff, faculty and visitors in the Library.**