AUTHORIZED USERS

Palmer students, staff, faculty, and members of consortial libraries
- All on-site borrowers must have a valid picture ID from Palmer College of Chiropractic or an affiliated library.
- A tuition receipt or temporary ID may be substituted until a permanent ID is granted for Palmer patrons. A tuition receipt will suffice during trimester breaks.
- A current driver's license or other photographic ID may be used for in-house checkouts.

Alumni
- Alumni who live within 30 miles of campus have library privileges comparable to consortial library borrowers.
- Alumni who live more than 30 miles from campus are directed to use the interlibrary loan services of their local public, health science, or academic library.

Visiting Scholars
- Chiropractic researchers and authorized faculty members of other colleges will be granted privileges comparable to consortial library borrowers while visiting the campus.

Board Members
- Palmer College of Chiropractic Board members will be granted privileges comparable to consortial library borrowers.

On-Site Use
- As an Open Access Library participant, any On-Site patron may use the Library’s collections and services.
- All On-Site patrons must comply with the rules, regulations, and policies of the Library and College
- Borrowing privileges are extended to the user groups listed above.

Confidentiality
- The Library respects the privacy of users in compliance with federal and state laws and professional standards.
- It is the responsibility of the Library to maintain the confidentiality of patron records. Therefore:
  - All records identifying the names of library users with specific materials or requests are confidential.*
Circulation and request records shall not be made available to any state, federal, or local government agency except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.*

The College shall resist the issuance of enforcement of any such process or order of subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.*

*Complies with Section B.8.5 of the policy manual of the American Library Association (accessed 6/22/18). The full text of the ALA Policy Manual may be found on the internet at: http://www.ala.org/aboutala/governance/policymanual