

24/7 Library Access Policy and Procedure

- The Library is accessible 24/7 to UMass Chan students, residents, fellows, and faculty with their valid UMass Chan ID cards.
- *Exceptions for all other UMass Chan/UMMHC staff will be made on a case-by-case basis. Exceptions will be valid for six months and can be renewed if appropriate. To apply for an exception, [please complete this form](#).*

24/7 Library Access Guidelines

- The Library's doors will close at 3:45 p.m. Monday-Friday. These hours may change on School holidays.
- *Only those who have been given 24/7 Library badge access will be able to re-enter the Library once the doors have closed.* UMass Chan students, residents, fellows and faculty automatically have this access. All other UMass Chan/UMMHC staff must apply for an exception, [please complete this form](#).
- **If there is an emergency in the library call 911 immediately! The Campus Police will respond.**
- The Library provides panic button pendants. These are available at the Library Service Point. These alarms will notify the police station that someone in the Library needs help. If you are working in a group, please take one pendant for the group. Please return the pendant when you leave the library.
- A police officer will walk through the Library several times throughout the night.
- For security reasons, please do not use the second and third floor restrooms after Library staff leave for the night.
- **For security reasons, PLEASE do not let anyone into the Library you do not know. If they have a UMass Chan/UMMHC badge and it doesn't work at the door, just direct them to Campus Police and the police will determine if they have permission to use the Library after hours.**
- There are signs at the Library Service Point with phone numbers for UMass Chan Police and UMass Chan Operations.
- Please do not take materials out of the Library if staff are not there to check out the material.
- Laptops will not be available when the Library is not staffed.
- Food and drink are allowed in all areas of the Library **except** the computer lab on the first floor. Please be sure your drinks have a cover when working at a computer and please clean up before you leave.
- On exam nights, coffee will be available. Library staff will leave out supplies.
- If you have any concerns or if your UMass Chan/UMMHC ID does not work at the front door, please contact [Vivian Okyere](#), 508-856-2080 during normal library hours.