

**BARD GRADUATE CENTER LIBRARY
VISITOR APPLICATION**

The primary mission of the BGC Library is to serve its students, faculty and staff members. It is also open to qualified researchers who need to make use of our unique collection and are unable to find resources elsewhere in New York City (including at the New York Public Library). Users from outside of NYC are also permitted to use our resources, pending approval by library staff. Access is by appointment only during the hours of 10-5, Monday through Friday, and arrangements must be made at least 24 hours in advance. As a rule, the library will not be open to non-BGC affiliated patrons in the evenings or weekends. Evening and weekend use of the library is up to the discretion of library staff.

All users must complete the access application form and receive a tour of the facility before conducting their research. All personal information will remain confidential and in possession of Library staff only for purposes of tracking who is using our collection. What is being consulted will only be tracked for statistical purposes. The BGC Library abides by the American Library Association's Library Bill of Rights governing intellectual freedom for library patrons.

Please fill out the following information and sign at the bottom, indicating your agreement with the regulations governing the use of the BGC Library:

Name: _____

Address: _____

Phone: _____

Email: _____

Institutional Affiliation: _____

Purpose of visit and/or topic of research:

I have received a copy of the BGC Library visitor guidelines and agree with the terms and conditions of use outlined therein.

Signature: _____ Date _____