The Walter Schroeder Library is part of the Milwaukee School of Engineering (MSOE), a private university. The library can only offer limited access to the general public. No general public access is permitted.

The MSOE Library’s assets – including study space, furnishings, seating, equipment, and materials, and other items – serve as valuable resources for the members of the MSOE community, who are the primary customers of the library, and who include current MSOE students, faculty, staff, and administrative personnel. In addition, the library hosts the Raider Center for Academic Success (RCAS), which provides tutoring services for MSOE students. RCAS personnel maintain a heavy tutoring schedule throughout the academic year. Therefore, in order to maximize the availability of the library’s assets for members of the MSOE community, and to contribute to the maintenance of a safe environment, the library maintains a limited public access and visitor access policy.

Members of the public and visitors who have limited access to the library include those individuals who visit the library for reasons broadly associated with the business and educational purposes of MSOE. The following specific categories of visitors have limited access.

- **MSOE Alumni.** MSOE Alumni must present a valid ID to library personnel, and library personnel must verify the status of an alumnus who wishes to use the library. MSOE Alumni enjoy restricted library services, including limited borrowing privileges. Refer to the Alumni Services policy (http://libguides.msoe.edu/library/services) for details.
• **Guests of MSOE students, faculty, staff, administrative personnel, and other MSOE employees.** The MSOE “host” is responsible for the actions of their guests while inside the library and must be with them for the duration of their visit.

• **Researchers engaged in limited and specific research activities.** Researchers engaged in limited and specific research activities are advised to make an appointment in advance by contacting the Director of the Library, Gary Shimek, at shimek@msoe.edu or at 414-277-7181.

• **Enrollment Management and other tour groups.** This category includes tour groups accompanied by MSOE personnel.

• **Guests from MSOE partner and supporting organizations, as well as individual institutional donors.** This category includes guests from those companies and organizations that support MSOE, as well as corporate and other partner organizations. This category also includes guests from organizations that MSOE works with.

• **Participants in MSOE continuing education programs and classes.** This category includes, but is not limited to, participants in MSOE’s Project Lead the Way (PLTW) programs and in seminars and professional education training offered by the Applied Technology Center and the Graduate and Professional Education (GPE) Department, respectively, as well as other educational activities.

• **Participants in other programs and events sponsored or hosted by MSOE.** This category includes participants in summer camps and short-term summer academic programs.

• **Participants in MSOE grant-funded programs.** This category includes, but is not limited to, participants in grant-funded programs such as the Research Experience for Undergraduates (REU).

• **Participants in MSOE academic, educational, cultural, and other activities.** This category includes invited accreditation visitors, guest speakers, invited authors, evaluators in academic-related competitions, members of graduate thesis and capstone committees, and audience members associated with thesis and capstone presentations.

• **Special borrowers who have been issued Special Borrower Library Cards.** Special Borrower Library Cards are issued on a case-by-case basis and for specific reasons associated with the educational and business purposes of MSOE. For information, contact the Director of the Library, Gary Shimek, at shimek@msoe.edu or at 414-277-7181.

• **Invited vendors and sales representatives.** This category includes booksellers and publishing representatives.
• **Attendees of MSOE conferences, meetings, public events, and exhibits.** This category includes attendees associated with conferences, meetings, public events, and exhibits hosted or sponsored by members of the MSOE community.

• **Individuals associated with library services and activities.** This category includes, but is not limited to, donors of books and other gifts to the library, InfoPass users, delivery personnel, and registered volunteers.

• **Faculty and staff personnel from other WAICU institutions.** Faculty and staff with a current photo ID from member colleges or universities of WAICU have onsite access to the MSOE Library’s print and electronic resources. A list of WAICU-member colleges and universities is available at [http://www.waicu.org/about/our-members](http://www.waicu.org/about/our-members). WAICU-member personnel are advised to make an appointment in advance by contacting the Director of the Library, Gary Shimek, at shimek@msoe.edu or at 414-277-7181.

Visitors to the MSOE Library must comply with all MSOE policies, procedures, and regulations as well as with federal, state, and local laws, ordinances, and regulations. MSOE personnel reserve the right to ask all library customers for a valid current photo ID and for information concerning the purpose of their visit. Visitors to the MSOE Library who do not comply with the provisions of this policy and/or MSOE policies, procedures, and regulations may be escorted from the premises by the MSOE Public Safety Department.