



Welcome to Heritage Christian University and the University Apartments community. HCU provides two on-campus housing units for students. Singles students are housed in Kerr Hall, located at the western end of campus core next to the Alexander Building. Married students are housed in apartments on the east side of campus, next to the Coil Conference Center.

The purpose of HCU's residential program is to help each resident student enhance his/her spiritual, academic, physical, social, and emotional development within the dormitory environment. The residential program offers an opportunity for you to become a more responsible person. Living in a university apartment provides a time for learning, commitment, and decision making. The goal of the Department of Student Affairs (DSA) is to assist you in making your college experience rewarding and fulfilling. Our staff is ready to help you meet the challenges you will face. This handbook is a summary of the services, rules, and regulations that relate to residential life at HCU. It is designed to let you know what you can expect from HCU's residential program and what the staff will expect from you as a resident. We hope your stay in the University Apartments will be enjoyable, productive, and educational. We want your time at HCU to be among the most rewarding experiences of your life.

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RESIDENTIAL PROGRAM PHILOSOPHY

While each single resident student is provided with their own private bedroom, they share living spaces with other students in their apartment, including bathrooms, living rooms, and kitchens. This closeness requires a working relationship among the students. Each student will be expected to develop the ability to help others, to care for others, to get along with others, and to be flexible. HCU helps each student through the process by providing a resident Campus Life Assistant (CLA). The CLA and his/her family reside in Apartment F of Kerr Hall. Christian counseling is also available to each student and their families. Contact a member of the DSA for more information concerning counseling.

HCU strives to make its University Apartments appealing places to live, where students feel comfortable and at home. With this in mind, HCU works very hard at keeping the physical facilities well-maintained and attractive. Resident students should also take the responsibility to do what they can to help keep the facilities in this condition.

Students should do their part to help keep their apartment free from offensive odors, excessive noise, extreme practical jokes, and general disruptions.

The University Apartments exist for an educational purpose. They are part of the learning environment. HCU furnishes each single apartment common area with a sofa, chair, entertainment center, and dining table and chairs. The apartments are also equipped with a clothes washer and dryer, refrigerator, stove and oven, and a microwave oven. Basic utensils, cookware and dinnerware are also provided. Each private bedroom is furnished with a twin bed, chest, desk, chair, and built-in bookshelves.

The married apartments are five room apartments with a living room, eat-in kitchen, two bedrooms and one bathroom. HCU furnishes each married apartment with a sofa, chair, entertainment center, dining table and chairs, a queen size bed, two twin beds, and a washer/dryer combination unit. Basic utensils, cookware and dinnerware are also provided.

Unless arrangements are made in advance, the reasonable cost of living in the University Apartments is payable to the Business Office prior to moving into the apartment each semester. A damage deposit is also required, payable in advance. No deferments are permitted.

The following portions of the Resident Handbook are designed to make the learning and living environment in the University Apartments as pleasant and productive as possible. Each student residing in the University Apartments must agree in writing to abide by *all* the rules and exceptions listed in this Handbook.

SINGLE APARTMENTS RESIDENTS

As with any university residential program, living in the University Apartments comes with rules and responsibilities for its resident students. Since we are a Christian institution, dedicated to training men and women to better serve God and His Kingdom, we believe that setting high standards of conduct and Christian behavior is appropriate and conducive to this purpose.

University Liability

HCU is not liable for personal property that is lost, damaged, or stolen. Students are advised to keep their doors locked – both the outside door and the door to their

private bedroom. Students are cautioned to leave any valuable property at home or in a suitable storage facility. Students are asked to make use of checking accounts and not keep large sums of cash in their rooms. Students are strongly encouraged to purchase renter's insurance, if they are not covered under their parents' homeowners' policies. Renter's insurance is inexpensive and readily available.

On-Campus Living Requirements

HCU requires all single freshmen and sophomores under 21 years of age, who are living away from home, to live on campus. Exceptions will be made for those receiving free room and board for the purpose of helping the student through school. A full-time student securing written parental permission to live off campus may also be granted permission.

The university also requires on campus residency for all international students receiving a full-tuition scholarship.

An undergraduate student taking fewer than 12 semester hours must have special permission from the Dean of Students in order to live in Kerr Hall.

Students taking summer classes, whether full-time or part-time, will be permitted to move into Kerr Hall on the Saturday prior to the beginning of their classes. Summer students are expected to vacate Kerr Hall by 4:30 pm on the Friday following the completion of their last class. There is a separate charge for staying in Kerr Hall during the Summer term. In addition, apartments must be vacated during portions of July, when classes are not in session, to house various youth camp groups.

Room Assignments

Room assignments are made by the CLA in consultation with the Dean of Students. No student is allowed to make room changes without the approval of the CLA and Dean of Students. The CLA and Dean of Students may override initial room assignments and make new room assignments at any time they feel it is necessary.

Apartment Check-In Procedures

A few weeks prior to moving into Kerr Hall, the CLA will begin contacting all new and returning students to communicate move-in information and to arrange check-in appointments. All students checking into the apartments must do so by appointment with the CLA. Students expecting to check-in without an appointment may not be able to do so immediately upon arrival.

Upon arrival at Kerr Hall, all students must immediately contact the CLA in Apartment F. The CLA will conduct a walk-through of the shared living spaces and student's private bedroom to note any pre-existing damage and to verify that all the furniture is present. The student will be required to sign the walk-through inspection form. The student will also be given the apartment's access code and a key to his/her bedroom.

Apartment Check-Out Procedures

Fall Checkout (Christmas Break)

Students who will be returning for the Spring semester are not required to move their belongings out of the apartment. Students leaving for Christmas break will be required

to do a walk-through of their apartment and bedroom with the CLA and complete a check-out inspection prior to leaving.

Spring Check-Out (or when moving out of the University Apartments)

Check-out at the end of the Spring semester will be conducted on Thursday and Friday of the last week of the semester between the hours of 9:00am and 3:00pm. No exceptions will be made without prior permission from the CLA and/or Dean of Students. A student moving out of the apartments during the semester must secure permission from the Dean of Students prior to moving out. All room keys must be returned as part of the check-out process.

When moving out of the apartments, or checking out at the end of the Spring semester, all possessions must be removed from the apartment. Any items left in the apartment after check-out immediately become the property of the DSA and will not be returned to the student. Leaving unwanted items or rubbish in the apartment will likely result in loss of deposit.

Check-out must be done during normal business hours and by appointment with the CLA. The CLA will do a final walk-through and inspection of the student's private room and living spaces once all the student's personal possessions have been removed from the apartment, all food had been disposed of, spaces have been cleaned, and student is ready to travel. Any inspection fines at check-out must be paid directly to the DSA. Any damages will be reported to the Business Office and assessed against the student's damage deposit.

Students should make their final end of school year travel plans to coincide with the final checkout. Students will not be allowed to stay in the apartments once the final

check-out has been completed without prior approval of the Dean of Students and the CLA.

NOTE: Check-out is not complete, and the deposit is not refundable, until the CLA has signed an apartment check-out form and indicated approval of checkout conditions. The check-out form must be turned in to the business office before the student leaves campus.

Any student who wishes to remain in their apartment during the Christmas Break must make arrangements with both the CLA and the Dean of Students.

Curfew and Weekend Check-Out

All single students under the age of 21 are subject to a nightly curfew. Each student must sign the check-in sheet outside Apartment F and be in their assigned apartment by midnight (12 a.m.) each night.

If a student is going to be unable to meet this schedule because of work or unforeseen circumstances, he/she must contact the CLA well in advance of the assigned curfew time, or a fine will be assessed.

Written permission must be obtained from the Dean of Students by those regularly working later than curfew hours. Students are strongly encouraged to seek employment that will not require them to be out after curfew.

A student may be given extended curfew consideration by the CLA for special occasions and for church events, but habitual late hours are not permitted.

The student will be subject to a \$50 fine, payable in cash to the DSA, for each unexcused curfew violation.

Any student under the age of 21 who wishes to spend one or more nights away from campus must sign out with the CLA prior to leaving. This includes weekends, holidays, and Spring and Fall breaks. In case of emergency, the student must leave the CLA the name, address and phone number of the residence, where he/she will be staying.

No student under the age of 21 may leave campus at night after curfew or before 6:00 a.m. without the express prior permission of the CLA.

Persistent curfew violation will require the student to appear before the Discipline Committee.

Personal Items

Students must furnish and use their own towels, bed linens (regular twin), and personal items. Students may bring a reasonable number of personal items, including furniture, computers, DVD or Blu-Ray players, televisions, and small kitchen appliances for their own use. External antennas (short-wave, TV, satellite) are not permitted in Kerr Hall.

Apartment Access

HCU reserves the right for DSA personnel to enter any apartment or private room at any time. HCU also reserves the right for other authorized persons to enter any apartment or private room (e.g., pest control workers, maintenance workers, city building and fire inspectors, or any other HCU personnel). Any of the above indicated personnel will never enter any apartment or private room unannounced. They will knock and loudly announce their presence prior to entering. No locks may be added, changed, or re-keyed by any resident.

Student Buildings

When checking in each Fall semester, students will be given the access code to the Dr. John Kerr Student Center and the Alexander Building Gymnasium. Student center hours are Monday-Saturday (6 am to Midnight) and Sunday (Noon to Midnight). Gym hours are Monday-Saturday (6 am to 10 pm) and Sunday (Noon to 10 pm).

Each month the CLA will/may organize a mandatory workday for all resident students to clean the Student Center, gym, and the grounds around the University Apartments.

Services/Utilities Provided

Basic utilities (electricity, water, etc.) are provided as part of apartment residence. A dumpster is provided behind the gym for trash removal.

High-speed wireless Internet access is provided for each resident (see CLA for access codes). Personal Internet, land-line phone, cable or satellite TV accounts are prohibited. Students are permitted to access entertainment content through personal streaming services (e.g. Sling TV, Netflix). HULU is provided for each resident student for use while on campus (see CLA for details).

Prohibited Items in Apartment Areas

The following items are prohibited in or around the University Apartments (both Kerr Hall and the married apartments):

- Anything with an open flame (e.g., candles, Sterno, etc.)
- Propane (e.g. for torches, lanterns, and grills)
- Outdoor grills that burn wood, charcoal, or propane
- Tobacco products of any kind, including e-cigarettes and vapor devices

- Fireworks, firearms (including any kind of BB gun, pellet gun, or other projectile device), ammunition and/or explosives, and anything that might be considered a weapon (e.g. swords, spears, daggers, etc.)

Room Care

The condition of the apartment and any included furniture should be checked and recorded on the inspection form during the walk-through with the CLA. After check-in, any missing or damaged furniture will be deducted from the responsible student's damage deposit.

No furniture should be moved from the apartment without permission from the CLA.

A policy of common assessment from "anonymous" damage will be in effect. If a responsible person cannot be determined, each resident of the particular apartment will be responsible for the condition of the apartment and will be assessed equally for the amount necessary to cover repairs.

Room occupants are responsible for all incidents in that room, whether inappropriate behavior or by willful negligence, including damage done by another student or by visitors.

No pets, except fish and approved service animals, are permitted in the University Apartments (both Kerr Hall and the married apartments). Fish tanks larger than 15 gallons are not permitted. Certified service animals are permitted with approved documentation. Service animals that are found to be aggressive, create a nuisance or sanitation concern, or threaten the safety of others will not be allowed to remain in the apartment. Guests are not permitted to bring pets into the apartment areas at any

time. Failure to remove unauthorized pets (as determined by the CLA) may result in a report to animal control services.

Each student is responsible for his/her own share of general cleanliness in the common living area and the grounds around Kerr Hall.

Pictures must be hung by a standard hook-and-nail hanger, or by Command Strips. No tape or thumbtacks are permitted. One or two posters are permitted in each bedroom, but not in the common living areas. Posters must be hung using Command Strip Poster Hangers.

Students are free to move furniture around in the common areas and in their personal rooms to suite their tastes. However, when moving furniture, it must be picked up and moved and not slid across the floor. Any damage to the floors due to moving furniture, personal furniture brought in, or lack of care will result in fines be assessed during the student's final check-out.

Bedrooms must be clean and neat with beds made by 10:00 a.m. each day. Mattresses must be kept on the beds at all times.

Thermostats should be set no lower than 72 in the summer and no higher than 72 in the winter. If away for an extended period of time, thermostats should be adjusted to 80 in the summer and 60 in the winter.

No changes may be made to apartment wiring or appliances.

Maintenance Issues

If something is in need of repair or a maintenance issue arises, contact the CLA, who will make the necessary arrangements.

Apartment Cleanliness

Each resident student should see to the following every day:

- Dishes are washed, beds are made, and clothes are off the floor

Each resident student should see to the following every week:

- All tiled areas (entire singles apartment) should be swept and mopped using an appropriate cleaning solution (not just water)
- Trash emptied (or as often as needed)
- Bathroom cleaned, including tub/shower walls, mirror, sink and vanity, and the toilet (inside the bowl and outside)
- Kitchen cleaned, including sink, counter tops and cabinets, stove top and outside of stove, and outside of refrigerator, furniture dusted and kept in good state of repair
- Laundry closet cleaned, including removal of trash, cleaning the machines inside and out, and making sure the lint filter is cleaned after each dryer use

Each resident student should see to the following every month:

- Inside of the refrigerator is cleaned and emptied of expired food. Inside of oven is cleaned (if using the self-cleaning cycle, please turn on the vent fan on the microwave)

Each resident student is expected to cooperate in daily, weekly and monthly cleaning. Any lack of cooperation will be considered misconduct and should be reported immediately to the CLA.

Apartment Inspections

Apartment inspections will be conducted by the CLA during the first full week of the month and the third week of the month. Inspection day and time will be announced the Saturday prior to inspection week. Students residing in Kerr Hall are also subject to *unannounced* inspections at the discretion of the CLA.

Inspections will include a general survey for inadequate cleaning, improper storage, abuse of the room and its furnishings, etc. Fines will be assessed for inspection failures, which will be paid directly to the DSA in cash within one week.

Resident students who continually fail inspection will be required to appear before the Dean of Students at the discretion of the CLA.

Purposeful damage to university property, the personal property of another student, or disregard for residence regulations will be grounds for requiring the student to vacate the University Apartments (both Kerr Hall and the married apartments) and possible suspension from HCU.

An accumulation of \$50 in inspection fines during the course of a semester will result in the resident student's parents, or responsible adult, being contacted. An accumulation of \$100 in inspection fines during the course of a semester will result in the resident student having to live off campus for the remainder of the current semester and the entire next semester, with possible reinstatement to the University Apartments only after the student has lived off campus for one entire semester.

Fines must be paid in cash to the business office. Fines cannot be placed on a student account.

Conduct of Residents

Entertaining visitors of the opposite sex is welcome in the Kerr Hall breezeways or in the Student Center. No man is allowed in a woman's singles apartment. No woman is allowed in a man's singles apartment. Being "in the apartment" is defined as crossing the threshold of the main door as determined by DSA staff.

On occasions, a student in Kerr Hall may entertain a visitor of the opposite sex in their apartment as long as they adhere to the following requirements: (1) the CLA's permission must be obtained prior to the visit; (2) the visitor must remain in the common living areas and are restricted from entering the private bathroom and bedroom areas of the apartment; (3) during the visit, the front door to the apartment must be left completely open. Hours for entertaining visitors of the opposite sex are from 10:00 a.m. to 10:00 p.m. If a visitor of the opposite sex is found in an apartment without permission from the CLA, or if they are found in other areas of the apartment besides the common living areas, the student responsible will be subject to disciplinary action from the Dean of Students.

Each student is expected to be considerate of others, not only within their apartment, but in the entire dormitory complex. Therefore, loud and/or inappropriate music (see Student Handbook) or other loud noises are not permitted.

Campus quiet time, especially in apartment areas begins at 10 p.m. each evening.

Special devotional times for residents will be scheduled periodically by the CLA and/or the SGA. Attendance is strongly encouraged.

Lack of common courtesy will be considered a rule violation.

University Apartments may not be used as a headquarters for any private business.

Salespersons and solicitors are not permitted in apartment areas. No student should purchase anything from salespersons in these areas.

Activities such as boxing, wrestling, ball playing, golf putting, weight lifting, scuffling, engaging in water fights, and other disturbances are prohibited in the apartment areas.

Contact sports are prohibited in the gym (e.g. wrestling, boxing, martial arts, etc.)

Before entering a private room or apartment that is not his/her own, each student is to be considerate and knock.

Visitors

Overnight guests in Kerr Hall must have advance permission from the CLA and are allowed only if the host student is present in the apartment. Residents are responsible for the care of their guests. Guests must supply their own linens. Extended visits are not permitted. Young children are not permitted as guests in the University Apartments. Babysitting is not permitted in the University Apartments.

Fire Alarms

If there is a fire in Kerr Hall, immediately pull the fire alarm in the breezeway, call 911, and notify the CLA. There are two fire alarm pull stations on each level.

Fire drills will be held once per semester. If you hear the fire alarm sound, please evacuate the building immediately and proceed to the Student Center.

All apartments at Kerr Hall are also equipped with smoke detectors (seven in each apartment: one in each bedroom, one in each bathroom, and one in the living area). These detectors are interconnected with each other, and each apartment is interconnected, so that if one smoke alarm goes off, then all of the smoke alarms go off in all the apartments on each side of the complex. These detectors are quite sensitive. Leaving the shower door open while taking a hot shower may set them off, as well as frying something in a skillet without having the vent fan turned on.

If you hear a smoke alarm sound, immediately survey your apartment for the source of any possible fire. Exit your apartment and check with other residents to determine the source of the alarm. If the CLA is home, inform him/her immediately, including waking him/her up at night by using the doorbell or calling the CLA's cell phone.

Typically, smoke alarms, if set off accidentally, will reset themselves in a few minutes. If they are set off by steam or smoke from cooking, opening windows and doors will aid in resetting the detectors.

Security

It is highly recommended that students keep their private rooms locked when they are not in their apartment. It is also highly suggested that students keep the door to their apartment locked at night and whenever the apartment is unoccupied.

If they desire, students may invest and install a standalone security system at their own expense. This system must be wireless and not be mounted with screws/nails or anything that will penetrate walls, doors, or window frames. Hardware must be mounted by use of damage-free strips (e.g. Command™ products).

Any personal alarm system that is installed must be done so with the joint permission of all the residents of the apartment. The purchase, installation, and/or monitoring costs of any such system will be solely the student's responsibility.

Activation/deactivation codes for any personal security system must be provided to the CLA and the Dean of Students to allow access to the apartment for inspections and maintenance.

Apartment Reservation Procedures

Upon registration, each student must pay a \$300 reservation deposit that includes the \$150 refundable damage/cleaning deposit.

Priority for room reservation and assignment will be made early in the Spring semester at the discretion of the Dean of Students using the following priority criteria:

- A student who wants to maintain the same room for the next Fall semester
- A student who has agreed with another student to be roommates for the next Fall and Spring semesters
- A student who will be a senior in the Fall semester
- A student who will be a junior in the Fall semester
- A student who will be a sophomore in the Fall semester

Each summer session, particular rooms are temporary, since it may be the permanent room of a student in the above priority list.

A reservation is canceled when a student stops attending classes or is dropped from the university for any reason. In this case, students must reapply for admission before making apartment reservations.

Apartment rooms are primarily intended for student use while classes are in session. However, HCU may make an exception and grant a student permission to reside in the University Apartments at other times, such as during the time between Fall and Spring semesters and between Summer sessions.

Summer room rental is a privilege, subject to other HCU needs.

Apartments may also be used to house non-students, at the discretion of HCU. Apartment D is typically reserved for HCU guests and those with special needs.

Titus Camp and other camp groups also use the University Apartments during the month of July, when no classes are in session.

Utility Failure

A utility failure is not an emergency situation. In the event of a utility failure, notify the CLA immediately. If the failure involves danger (e.g. a gas leak or a downed power line), warn those in your area and call 911.

Media Relations

In the event of any campus crisis or emergency, only the Director of Public Relations or his/her designee will meet or talk with the media. HCU wants to present factual details in a calm manner that respects individuals' privacy and invites no unnecessary negative publicity.

Missing Student Notification

Each resident student, age 18 and above, has the option to identify a contact person or persons to be notified in the event the student is determined to be missing. If a

student has chosen not to disclose personal information, this notification option is not available.

Parents/guardians and the local police will be notified if a student is determined to be missing.

HCU personnel, including DSA staff, the Vice President of Academic Affairs, and the Vice President of Administration, will be notified if any resident student is determined missing.

MARRIED AND GRADUATE HOUSING RESIDENTS

Married couples, and at times single/unaccompanied graduate students, are housed in the married apartments at the east side of the campus. There are three married apartments, each of which has a living room, two bedrooms, a bathroom, and an eat-in kitchen.

Students residing in the married apartments are subject to the same rules and expectations as those residing in Kerr Hall (check in/out procedures, dormitory access, prohibited items, cleanliness, conduct, and visitors, etc.), with the following exceptions:

- Students residing in the married apartments are not subject to any curfew or overnight check-out requirements.
- Overnight guests are permitted in the married apartments at anytime without CLA permission if the student is present. Overnight guests are not permitted if the student is off campus.
- Married couples will be subject to one inspection at the first of the month at a time convenient for the residents and the CLA

- Single/unaccompanied graduate students will be subject to two inspections per month, one during the first full week of the month and one during the third week of the month. The day and time of this inspection will be announced the Saturday before the week of inspection

In case of special needs, permission for early check-in or late check-out may be granted by the DSA in consultation with the Enrollment Services Department.

A written request must be made in advance. Requests will receive prompt consideration on a case-by-case basis. See www.hcu.edu for additional academic calendar updates.

Each student will be charged \$20 per day that check-out is delayed.

Personal items may only be left in the apartments after the fall semester if the student is returning for the spring semester

Notes:

- Each student will be charged \$20 per day that check-out is delayed
- No personal items may be left in the apartments following spring semester check-out
- Check-out is not complete, and the \$150 deposit is not refundable, until the CLA has signed the University Apartments check-out form and indicated approval of check-out conditions.

OVERTON MEMORIAL LIBRARY

AFTER-HOURS POLICIES AND PROCEDURES

1. These user groups are eligible for after-hours access:

- All HCU faculty (24-hour access).
- All HCU students who have taken one semester of courses at HCU and are currently registered for classes.
- Select HCU administrative staff.
- Select local researchers or scholars.

2. After-hours access is available for eligible HCU students during the following times:

- Sunday 1pm–5pm&7pm–11pm
- Monday 5 pm – 10 pm
- Tuesday 5 pm – 10 pm
- Wednesday 8 pm – 11 pm
- Thursday 5 pm – 10 pm
- Friday 5 pm – 10 pm
- Saturday 10 am – 10 pm

After-hours access is available during the fall and spring semesters. Summer hours for students are Monday- Friday 8:00 am to 5:00 pm with limited exceptions for holidays, etc.

3. Users who have after-hours access to the Overton Memorial Library must abide by these rules. Violators may lose after-hours access.

- You must request an after-hours access library card by emailing jcox@hcu.edu.
- You must read and sign this policies and procedures form.
- At closing, all users must exit the library and re-enter using their OML after-hours card.
- Access is an individual privilege and cannot be shared with others.
- **DO NOT** open the door for anyone or allow anyone to enter with you.
- All users must be prepared to show their OML after-hours card.
- Using the library when it is closed:

Be sure to check out each item before removing it from the library. The reserve collection is not available when the library is closed. Only public computers may be used. Do not use staff computers. Do not enter staff areas.

- Leaving the library:
Please make sure that the library door is closed and locked. The door should not be propped open for any reason.
- After-hours access is discontinued:
If you leave HCU or are not currently registered for classes.

If privilege is misused by loaning an OML after-hours card to others or letting others into the library.

If a user enters staff areas.

- Please know that OML is working to expand its hours of availability. You can help us by:
 - Taking no food or drink into the stacks.
 - Leaving books to be returned on the return cart. A misplaced book becomes unavailable to all.
 - Doing nothing that puts your safety, reputation, or the welfare of the collection at risk.
 - Observing posted hours of operation.
 - Do not adjust thermostats.
- Inappropriate behavior will result in the student losing her/his access to the library after regular business hours. Inappropriate behavior as defined by the Library Committee: roughhousing, vandalism, leaving a mess, taking food and drinks into the stacks, sharing your card with others, etc. If damage or inappropriate behavior is observed, damage cost will be full replacement of any damage or repair plus \$100 fee.
- Reporting problems:
If the door does not open as expected, email Jamie Cox at jcox@hcu.edu.
Please report any suspicious or unsafe behavior or other problems to Travis Harmon, Director of Campus Security tharmon@hcu.edu; call 911.

Keyless Entry FAQ

What should I do if I lose my card?

Even if you think you might have temporarily misplaced your card, you should report that it is missing so that it may be disabled.

How should I report a lost card and request a replacement?

Report the loss to jcox@hcu.edu.

Replacement cards will be issued from Overton Memorial Library during regular hours.

What is the cost for a replacement card?

The replacement cost of a card is \$25. This fee is paid to the Director of Library Services when the replacement card is picked up. After the second loss of a card the third card and additional cards are \$100 each.

What should I do if I find my old card?

Discard the old card. It will not be valid after receiving a new card.

Will the full collection be available after hours?

Yes, with the exception of the special collections.

If I encounter any research problems after hours, what should I do?

Standard library services are not available after hours.

Should I share my card with others?

Please **DO NOT**. Access is an individual privilege and cannot be shared with others. Sharing your card with someone will result in the loss of your privilege of afterhours library access.

Should I open the door after hours for patrons who have no card?

Please **DO NOT** open the door for anyone or allow anyone to enter with you. Allowing someone in the library will result in the loss of your privilege of after-hours library access.

Additional Information

The Overton Memorial Library welcomes community patronage during its normal hours of operation. The best judgment of the Library Committee is that cards for after-hours access should be limited to HCU students, faculty, and staff.

The following two options will be available to spouses of HCU students who live in HCU on campus residences.

1) Spouses of HCU students who live in HCU on campus residences may accompany the HCU student who has an after-hours access library card when the HCU student comes into the library after hours. The HCU student will have \$50 onetime fee added to his/her HCU account for this privilege. The same rules the HCU student signs will apply to the spouse. If the HCU student's after-hours access is revoked, then the spouse loses the privilege as well.

2) Spouses of HCU students who live in HCU on campus residences may request an after-hours access library card. The HCU student will then be charged \$100 each academic year that they are enrolled in HCU for this privilege.

I have read the above and agree to the above statements. Name:

_____ Date: _____