

# Library Use Policy



The Actors Center Library is a free resource provided to SAG members.

Purpose: to allow Guild members access to a collection of industry-related material to pursue their actor needs. Thank you for respecting the following guidelines.

A member must first check-in at the administration desk and leave his or her valid SAG ID card or drivers' license with the Administrator. Prior to returning the user's ID the administrator will need to confirm with the user that no library materials are being removed.

The library materials were donated for your use. We ask that you please handle the books and other reference materials with care. Do not write in them or highlight them. No food or open container drinks are allowed around the library. You may have a drink in a container with a lid that seals.

Please refrain from using your cell phone in the Actors Center.

We ask that you respect the Administrator and your peers while using the Actors Center services. If you are disruptive or disrespectful in any way you may be asked to leave by the Administrator or a Foundation staff member. The SAG Foundation reserves the right to refuse or suspend usage of Actors Center services to anyone.

Please enjoy this service, and help us to maintain its usefulness to your fellow actors. We hope it helps you further your career.

By signing below, you are agreeing to the above policy.

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Print Name

SAG ID

Signature

Date