

3-17-2014

## Guest Access to Electronic Resources (March 2014) : NPML Guideline--004

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NPML GUIDELINE-004

**Subject:** *Guest Access to Electronic Resources*

**Functional Area:** *Library Research and Instruction*

**Date of Origin:** 2014-03-03      **Date Last Reviewed:** 2014-03-17

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**I. INTRODUCTION (Purpose and Intent)**

As a member library within the USF System, the Nelson Poynter Memorial Library has access to a large number of online databases, journals, books, images, videos, and other types of scholarly information. These materials are available within the library and through remote access to currently affiliated USF faculty, staff, and students. Because of contractual agreements and technical restrictions imposed, we are unable to provide remote access to the majority of these materials to non-USF members of the community. However, the contracts of most of the online library resources of the USF System allow guest access from within the library building.

**II. STATEMENT OF POLICY**

Community researchers who are members of Poynter Library's affiliated borrowers group (listed in Part III of this document) may have access to a guest computer to search the USF System's library online resources within the building. To request use, guest borrowers must present their organization's identification card or a copy of a valid borrower's agreement to the library staff member at the Poynter Library service desk. As time permits, a staff member will log on to the guest computer located next to the service desk. Because of budgetary and staffing issues, the Poynter Library can only guarantee that it will provide one computer in the library for guest use. Use of the guest computer(s) will be on a first-come, first-served basis without any time limits on use. Since additional guests may be waiting for access, the guest computer(s) will be available for research purposes only. Although library staff will not monitor usage or time spent by a guest on the guest computer(s), library staff members are authorized to ask a guest borrower to discontinue use whenever they deem it necessary or appropriate.

The guest computer(s) will not have access to Microsoft Office. The computer is connected to a networked, coin-operated printer. Access to electronic resources via the USFSP wireless network is not available using a guest login. Specific details on the type of access available through the guest computer(s) may change without notice.

**III. AFFILIATED GUESTS**

Researchers from the organizations and categories noted on the list available at [https://digital.usfsp.edu/npml\\_lib\\_guidelines/11/](https://digital.usfsp.edu/npml_lib_guidelines/11/) may use the Poynter Library guest computer after showing organizational ID or verification of membership in that group. Researchers who do not belong to any of the affiliated organizations may request use of the guest computer for scholarly research if it is not in use.

**Authorized by:**

**Dean of Library**

**Library Leadership Team**