

## **Robert Morris University Library Policy on 3<sup>rd</sup> Party Affiliate Access to Library Resources**

### **Off-campus Access to Electronic Materials**

Off-campus, remote access to Robert Morris University Library's electronic resources is restricted to faculty, staff, and currently enrolled students. Users wishing to access electronic resources from off-campus must have University-issued authentication credentials (username and password) that grant access to the University's secured services such as Gmail and Google Drive. If users are able to access their RMU email account through the University's Gmail service, they should likewise be able to access library electronic resources remotely.

Departments wishing to offer any 3<sup>rd</sup>-parties affiliated with the University in some capacity access to library electronic resources may only do so if the proposed users already have or can gain University-issued authentication credentials.

If users attempting to access electronic resources do not possess a current RMU username and password, they will be unable to authenticate to access the library's electronic resources. This policy is to ensure that the University abides by the contractual agreements it has signed with electronic resource vendors. No exceptions to this policy can be made.

A University-issued Freedom Card alone is insufficient for off-campus access to the library's electronic resources.

### **On-campus Access to Electronic Materials**

3<sup>rd</sup> party affiliates are able to use the library's electronic resources while on-campus. They need only inquire at the Library Help desk during regular hours of operation for a staff member to grant them onsite access at a local host computer.

### **Print Materials, including book, journals, and newspapers**

3<sup>rd</sup> party affiliates and any non-RMU visitors to campus are welcome to browse the library's print book, journal, and newspaper collections while on the library's premises. Checkout of print books is available to those who can produce a valid Pennsylvania driver's license.