

Policy Number	109.000
Policy Title	LIBRARY ACCESS POLICY
Responsible Officers	Library Director
Responsible Offices	Library
Summary	Library databases are accessible only to current CIU students, faculty, and staff.
Definitions	Library database – collection of scholarly material in a digital format accessible only to University students, faculty, and staff Active Student – Students who have registered within one year for all programs except doctoral and The European School for Culture and Theology (ESCT) students who are considered active up to two years from last registration (have not graduated or withdrawn) Open Web – websites that do not require a University login to access
Approving Body	Academic Council; Administrative Council
Approval Date	July 10, 2017; June 12, 2017
Last Revision	
Re-evaluation Date	Fall 2022
Departmental Impact	Library, Information Technology

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

Library databases provide access to online scholarly material, in the form of articles, e-books, essays, and abstracts, most of which is not accessible on the open web. Library databases are purchased from content providers, usually on an annual subscription basis. Library databases are purchased, renewed, and assessed annually by library staff.

With the exception of a few databases accessible to alumni, only currently registered CIU students, faculty, and staff have access to the library databases, as per signed license agreements. Active students, as defined above, have access to the library resources year round, from the first time they enroll until one month after they graduate. Students who transfer or drop out of CIU programs and do not intend to return, will lose access to library resources at the time of separation from CIU.

Faculty and staff will have access to the library resources while they retain active employment with CIU. Access will be revoked at time of separation.

Alumni have access to a select number of library databases that have been specifically subscribed to for their use. Access is provided through the My.CIU.edu portal.

The ESCT campus students, faculty, and staff will also have access to those databases that allow for multiple site access as described above.

Online students will also have access as stated above, to all databases that allow online access.

The library catalog and website, including library guides, are accessible to anyone at any time.

Rationale

A library database access policy is needed to ensure that the license agreements signed with the company's providing the databases are followed.

Policy Procedures

Library staff will annually review current and new databases to determine the best databases to support the CIU curriculum and programs.

Access to the library databases is established through the EZ-proxy server in coordination between library staff and IT. All restrictions will be enforced by using the Jenzabar Internet Campus Solution via the Tel_web field with an "active" identification.

Hyperlinks

www.ciu.edu/policy