

CAMPUS-AFFILIATE PATRON POLICY

Access and use of library materials is provided strictly for the purpose of supporting the academic mission of the University, and any other use of materials is expressly prohibited, including any kind of commercial use (see below). Database access privileges are intended to provide campus-affiliate patrons access to library resources while complying with our contractual obligations with information providers.

Patrons are expressly forbidden to use Library materials for commercial purposes. This includes, but is not limited to: the creation of custom textbooks for sale; reproduction of bibliographies in other works; posting any information on an open website which would allow downloading accesses works into commercial sites or services; and sending ANY materials (electronic or print) to a third party who is not an MU authorized user.

Other prohibited uses of library materials include, but are not limited to: alteration, modification, adaptation, or modification of any materials; removal or alternation of authors' names, copyright notices, trademarks, or other means of identification of disclaimers as they appear in the materials; systematic, mass or automated production of print or electronic copies of multiple extracts of licensed material for any purpose; or other use of the materials provided by the library that would infringe the copyright or other proprietary rights contained within said materials.

Please note that when access to library materials, equipment, facilities, and services is limited, student, faculty, and staff access to the aforementioned library resources will be prioritized over campus-affiliate patron access to said resources.

ELIGIBILITY

Campus-affiliate patrons are individuals providing paid or un-paid educational services only to Marymount students. They are designated by the Chair of the department requesting access with approval of the School Dean, on a semester-by-semester basis.

ACCESS TO MATERIALS

Campus-affiliate patrons will complete the attached authorization form each semester in order to be issued a library barcode that will allow them to access library materials via remote authentication so that they are identified by the library as an authorized user.

Campus-affiliate patrons will be issued a library card and will have Marymount book or video borrowing privileges. They do not have consortium loan or interlibrary loan borrowing privileges.

USER RESPONSIBILITIES

All library users must abide by the rules and regulations regarding the use of the facilities and the collection. All library users are required to maintain current address and e-mail information in their patron account.

DEPARTMENT RESPONSIBILITIES

The Department Chair must send completed applications each semester to Human Resources for processing and to the Library Circulation Coordinator.

Any violation of the terms above constitutes a breach of contract that will result in the immediate discontinuation of library privileges and may necessitate further legal action.

CAMPUS-AFFILIATE PATRON APPLICATION

Date _____

Name _____

Address _____

Phone _____

Email _____

Semester requesting Campus Affiliate status _____

Briefly, what educational service does this individual provide for Marymount University?

By signing below, I indicate that I have read and understood the above policy and agree to abide by the limitations outlined above.

Applicant Signature _____

Department Chair Signature _____

School Dean Signature _____