

## *Library Online Licensed Resource Access Policy*

### **Purpose and Scope**

This policy outlines the terms and conditions of access to the Library's licensed online resources for Murdoch University students and staff, alumni and community members.

This policy applies to all staff, students and the public.

The University Library's (the Library's) online resources are licensed under terms which limit their use to particular categories of authorised users. Access to most of the Library's licensed online resources is restricted to current staff and enrolled students. Alumni who have registered with the Library have access to a limited number of licensed resources from off campus. All visitors to the Library are permitted to access most licensed content from within the Library. This policy only covers access to resources where the Library has paid for licensed access. Free to Share and open access resources are available to anyone.

#### **Objectives**

- To provide a clearly defined framework for access to Library online resources that complies with the licensing conditions
- To ensure Library staff provide consistent information on who can access licensed online resources

### **Policy**

1. In this policy, the following words have the following meanings:
  - 1.1. "University" means Murdoch University
  - 1.2. "MAIS Other" means persons who are neither staff of Murdoch University, nor students of Murdoch University, but who have some formal association with Murdoch University that requires them to have an entry in the MAIS Database (e.g. contract staff, consultants).
2. **Murdoch University student access**
  - 2.1. **Enrolment requirements**
    - 2.1.1. All students have access to the Library's online licensed resources, provided:
    - 2.1.2. they are enrolled in a course;

- 2.1.3. they are enrolled in at least one unit for the current teaching period; and
- 2.1.4. they have a current record in the Library Management System, Sierra.

If a student is enrolled in a course but not enrolled in any units for the current teaching period, they do not have access to online licensed resources.

Access is enabled the day after enrolment is completed, and may be granted up to 60 days prior to the start of the teaching period the student is enrolled in.

## **2.2. Expiry of access**

Access to library online licensed resources expires 60 days after the end of the previous teaching period, unless the student re-enrols for the next teaching period. Once a student has re-enrolled in any units in the next teaching period, their expiry date is set to the end of the next teaching period.

## **2.3. Deferred or supplementary assessment – coursework units**

Where a student has completed the units in their teaching period and they are assessed as deferred or supplementary, they will continue to have access to online resources for up to 180 days from the end of the teaching period, provided they have not enrolled in any units in the next teaching period.

Once the supplementary assessment is completed, the student's expiry date for library access will revert to 60 days from the maximum end date of the units they are studying. Library access will expire immediately if the 60 day period has passed.

## **2.4. Thesis extension – Graduate Research Degrees**

Graduate Research students who have been granted a thesis extension or permission to resubmit their thesis are enrolled in the Thesis Extension unit (RES901). Their expiry date in Student Management System (Callista) and in Sierra will be extended accordingly.

## **2.5. Variations to candidature – Graduate Research Degrees**

A period of approved suspension of candidature or parental leave is not counted as part of the enrolment period for a graduate research degree. In general a candidate who is suspended or on parental leave is not entitled to library access.

## **2.6. Requests for extensions – Exceptional circumstances**

Requests for extensions to access to online licensed resources may only be granted in exceptional circumstances at the discretion of the University Librarian, following a request in writing from the unit coordinator or supervisor.

## **3. Murdoch University staff access**

- 3.1. Murdoch University staff have access to the Library's online licensed resources for the duration of their employment at Murdoch University.

- 3.2. A person who is not a Murdoch University staff member, but has a current MAIS Other account may access online licensed resources.
- 3.3. Staff who have been granted temporary extended access to Murdoch University systems by IT Services may be granted extended access to the Library's online licensed resources for the same period of time, with a maximum of 30 days.

**4. Alumni access**

Murdoch University Alumni who have registered with the Library have access to selected licensed online resources where the Library has negotiated specific license arrangements with the vendors.

**5. Community access**

Visitors to the Library, including staff and students from other educational institutions and community members, may access most online licensed resources on campus only at the Perth and Mandurah campuses.

## Governance

<b>Approval Authority</b>	Academic Council
<b>Owner</b>	President Academic Council
<b>Legislation mandating compliance</b>	
<b>Category</b>	Primarily academic
<b>Related University Legislation and Policy Documents</b>	<a href="#">Graduate Research Degrees Regulations</a> <a href="#">Graduate Research Degrees Procedure</a>
<b>Date effective</b>	08/08/2023
<b>Review date</b>	16/06/2024

## Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Administrative Amendment	08/11/2024	

Administrative Amendment	08/08/2023	
Approved	16/06/2021	AC/47/2021(v)(b)
Approved	17/03/2021	AC/18/2021(i)(ii)
Approved	23/04/2018	

*Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.*