

Library Online Licensed Resource Access Procedure

Purpose and Scope

Provide the procedure and responsibilities for access to the Library's licensed online resources for Murdoch University students and staff, alumni and community members. This procedure applies to all staff, students and the public. See Library Policy for information relating to accessing physical Library Collections.

Overarching Policy

[Library Collections Policy](#)

Procedure

1. In this procedure, the following terms have the following meanings:
 - 1.1. "University" means Murdoch University
 - 1.2. "Other affiliated persons" means persons who are neither staff of Murdoch University, nor students of Murdoch University, but who have some formal association with Murdoch University that grants them access to Murdoch's information systems. This includes contract workers, contingent workers and honorary appointees.
2. Murdoch University student access
 - 2.1. Enrolment requirements
 - 2.1.1. All students have access to the Library's online licensed resources, provided:
 - 2.1.1.1. they are enrolled in a course; and
 - 2.1.1.2. they are enrolled in at least one unit for the current teaching period.
 - 2.1.1.3. 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.
 - 2.1.1.4. 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
 - 2.2.1. 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
 - 2.3.1. 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.
 - 2.3.2. 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
 - 2.4.1. Graduate Research students who have been granted a thesis extension or permission to resubmit their thesis will have their enrolment extended accordingly. Students experiencing issues with this should speak to their supervisor.
- 2.5. Variations to candidature – Graduate Research Degrees
 - 2.5.1. 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
 - 2.6.1. 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. Other affiliated persons who have a current Murdoch account may access online licensed resources as a Murdoch University staff member would.

4. Alumni access
 - 4.1. Murdoch University Alumni have access to selected licensed online resources where the Library has negotiated specific license arrangements with the vendors.
5. Community access
 - 5.1. 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.

Responsibilities

Role	Responsibility
University Librarian	<ul style="list-style-type: none"> • Ensuring that Library systems are configured and maintained to allow users access to online licensed resources in accordance with this policy • Ensuring the regular review and update of this policy in line with current University practice
Manager, Infrastructure Services, Digital and Technology	<ul style="list-style-type: none"> • Ensuring that user data is correctly loaded into the University's Identity Management System to allow users to access online licensed resources in accordance with this policy
Manager, Student Systems, Digital and Technology	<ul style="list-style-type: none"> • Ensuring that student enrolment data is correctly translated from the Student Management system into the Identity Management System to allow users to access online licensed resources in accordance with this policy

Governance

Approval Authority	Deputy Vice Chancellor Education (DVCE)
Owner	Deputy Vice Chancellor Education (DVCE)
Legislation mandating compliance	Higher Education Standards Framework (Threshold Standards) 2021 Copyright Act 1968 (Cth)
Category	Primarily academic

Related University Legislation and Policy Documents	Library Policy Copyright Policy Graduate Research Degrees Procedure Clause 98.5 Graduate Research Degrees Regulations Clause 91 Honours Procedure Clause 4.9
Date effective	21/05/2026
Review date	21/05/2029

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Approved by DVCE	21/05/2026	

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