

<b>POLICY TITLE:</b>	Access to Licensed Library Electronic Resources
<b>POLICY PURPOSE:</b>	This policy defines the requirements for access to Forsyth Library electronic resources licensed for use by FHSU students, faculty, and staff
<b>BACKGROUND:</b>	
<b>APPLIES TO:</b>	All users of Forsyth Library licensed electronic resources including: 1) currently enrolled FHSU undergraduate and graduate students; 2) FHSU employees faculty. This policy applies to electronic resources licensed for use by FHSU students, faculty, and staff employed by Fort Hays State University.
<b>DEFINITIONS:</b>	<p>Electronic Resource – Licensed commercial resources requiring computer access or any electronic product that delivers collections of data, including but not limited to full-text databases, electronic journals, electronic books, image collections, or streaming media.</p> <p>On campus – Within the physical boundaries of the Fort Hays State University campus and the associated Internet Protocol Address ranges.</p> <p>Off campus – Outside of the physical boundaries of the Fort Hays State University campus and the associated Internet Protocol Address ranges.</p> <p>License – agreement between FHSU and the vendor or provider of the service that defines the terms of use. The license is signed by FHSU administration and by the vendor’s representative.</p> <p>Students –a person who is enrolled in at least one FHSU course. Students enrolled in spring and who are subsequently enrolled for fall course remain eligible for access over the summer.</p> <p>Faculty – All persons currently contracted by Fort Hays State University to provide student credit hour (SCH) instruction. Retired faculty remain eligible for access. Visiting faculty members who are teaching on campus for at least one semester are eligible for access.</p> <p>Staff – all persons employed by Fort Hays State University. Retired staff remain eligible for access to electronic resources</p>
<b>CONTENTS:</b>	<p><b>Policies:</b></p> <p><b>Forms:</b></p> <p><b>Other:</b></p>
<b>POLICY STATEMENT:</b>	Access to Forsyth Library licensed electronic resources is available to any person who visits the library in person subject to availability of computers for access. Off-campus access to licensed resources

requires current enrollment or employment with Fort Hays State University as described in this policy.

The university and library are not responsible for access issues related to external internet service providers or the providers of the electronic resource.

Fort Hays State University undergraduate students, graduate Students, and KAMS students are eligible for electronic resource access as follows while currently enrolled. Current enrollment is defined as enrolled at FHSU for credit courses during the current semester. New students have library privileges beginning with the first day of classes for the first semester enrolled in classes.

1. From mid-May through mid-August, enrollment for the summer session or the forthcoming fall semester (if enrolled for the previous spring) qualifies as current enrollment.
2. To avoid a break in service following inactive summer enrollment, the student must be enrolled for the forthcoming fall semester.
3. From mid-December through mid-January, enrollment for the forthcoming spring semester qualifies as current enrollment (if enrolled for the previous fall).
4. For students who have a lapse in enrollment, electronic resource access privileges resume with the first day of classes for the next semester enrolled.
5. Late enrollment may delay activation or re-activation of electronic resource access privileges.
6. Off-campus access for Graduate Assistants and Student Hourly Employees is determined by the student's enrollment status, rather than employment status.
7. Off-campus access to these resources ceases upon graduation from the university.

FHSU faculty (including adjuncts, emeritus, retirees, and visiting scholars), unclassified staff, university support staff are eligible for access while actively employed. Off-campus access to these resources ends immediately following the end of employment with the University. The exception is that emeritus faculty and retirees, as

	determined by Human Resource record status, continue to qualify for access to licensed resources as described in this policy.
<b>KEYWORDS:</b>	Library, Library Resources, Electronic Resource Access, e-journals, e-books, research databases, streaming media
<b>RESPONSIBLE OFFICE:</b>	Forsyth Library Dean's Office
<b>RESPONSIBLE UNIVERSITY OFFICIAL:</b>	Dean, Forsyth Library
<b>ORIGINATION DATE:</b>	October 1, 2017
<b>REVIEW CYCLE:</b>	Annual (as needed)