OKLAHOMA STATE UNIVERSITY LIBRARIES
Request for OSU Library Off-Campus Access

Date: _____

Affiliate Name: _____ _____
[Last] [First]

Affiliation Start Date: _____ Affiliation End Date: _____ maximum 1 year, (renewable annually)

Sponsoring Department: _____ Dept. Contact Name: _____

Affiliate Email: _____ Affiliate CWID: _____

Address: _____ Phone: _____

1. License agreements for online Library resources require that off-campus access to be limited to currently enrolled OSU-Stillwater students, and to faculty (including Emeriti) and staff currently on the OSU-Stillwater payroll. Off-campus access is automatically available to these groups.
2. Affiliate Status is not required for use of the Library facilities or collections on site, nor for use of electronic resources while on campus.
3. Off-campus access via login with OKey email address and password may be available to certain affiliates under carefully defined circumstances. Most common among these are 1) visiting scholars or faculty officially affiliated with an OSU College and working on campus for at least one semester, but who are not on the OSU-Stillwater payroll; 2) students on campus for one or more semesters under a contract with an OSU program (for example the Clinical Program for Foreign Veterinary Graduates). This excludes summer camps and institutes.

Off-campus Library Access is requested for the above individual. Please describe the nature of the individual's relationship to OSU: _____

_____

By completing this request, I understand that if remote access is granted the following conditions apply. Failure to comply will result in loss of access.

(a) Affiliates may not share their login/password with any other individual

(b) Affiliates may not reproduce, distribute, display, sell, publish, broadcast or circulate the Information to third party, including other non-permitted users, nor make the Information available for any such use;

(c) Affiliates may not remove, conceal or alter any copyright notices contained in the Service or the Information or change the meaning of any article of Information;

(d) Affiliates may not create or store in electronic form any shared library or archive of Information which could be used as a research application by others;

(e) Affiliates may not use the information or the attached codes to feed any data mining software **or other** automated trend analysis application or

(f) Affiliates may not on a regular basis, or an irregular but frequent basis, distribute articles to any non-OSU affiliated individuals.

(g) Affiliates may access the information ONLY for their work directly associated with OSU and not for their own or any other business or research purposes.

_____ _____
Affiliate Applicant Signature Dean or Department Head Signature

Please complete this form and have the Approving Dean or Department Head forward it to Nicole Sump-Crethar, Head of Digital Resources and Discovery Services, 215A OSU Library Stillwater, OK 74078 Phone: 744-9109 Fax: 405-744-7579 Email: sumpcre@okstate.edu