

VCU Libraries

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Non-Affiliate Registration Form

Computer and Collection Use

(See also: *Scholar's Registration Form for Extended Computer Use* and *Guest Access to Online Resources*)

VCU Libraries may accommodate non-VCU individuals who require access to the unique resources of a research library. Access to the general collections and facilities of VCU Libraries will be based upon the considerations below. *Access will be granted once each semester and expires 14 days from approval. Approval may take up to two business days.* Computer access is via guest computer stations and limited to 60 minutes per day. Government documents access will be provided by service desk staff (Reference Desk at Cabell) upon inquiry by members of the general public.

Consideration for approval will be based upon:

- ◆ Presentation of a current government-issued **photo** identification
- ◆ Current demand for resources by the VCU Community, its affiliates, and guests from other institutions of higher learning. Requests may be denied during peak semester periods.
- ◆ Availability of materials through the Richmond Public Library or other local libraries, or through local public library interlibrary loan services; these are not considered to be "the unique resources of a research library." (Note that communication from a local public librarian regarding the specific material required for research may strengthen a request. Such requests should be sent direct from the librarian to: **library@vcu.edu**)

Friends of the Library donors may gain longer term access to online resources (see reverse).

Please print:

Name _____
(Last) (First) (Middle)

Street _____

City _____ State _____ Zip _____ Country _____

Telephone _(____)_____ email address _____

Research topic and specific VCU-owned collections required _____

Desired access date: _____

I have read the VCU Libraries *Use of Library Facilities* and *VCU Computer and Network Resources Use* policies and I agree to be bound by them. I have read the *VCU Libraries Internet Access: Frequently Asked Questions* (reverse) and understand that I may use a workstation for research purposes only. Failure to comply may result in suspension of privileges.

Signature _____ Date _____

ID _____ (institution or agency) _____ Referral librarian/library _____

Staff Taking Application _____ Date _____

Approval: Yes _____ No _____ Official signature _____

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

an equal opportunity/affirmative action university

VCU Libraries Internet Access: Frequently Asked Questions

I'm not affiliated with VCU. What sort of access do I have?

College, university, high school and Friends of the Library visitors are welcome to make use of VCU Libraries research collections. These visitors may access the Libraries' catalog and digital resources at guest computer stations. College or university guests may also apply for a temporary VCU eID for use at other public computers. Visitors may not use guest computers or the temporary login to play games, surf the Web or engage in other recreational activities. Accommodation of guests is to provide access to the unique resources of a research library.

I'm a Friend of VCU Libraries. What sort of access do I have?

Friends of the Library donor privileges include an eID for use within VCU Libraries facilities. For additional information about Friends of the Library, contact Sarah Amick at (804) 828-4640 or Antonia FD Vassar at (804) 827-1165, or visit: <http://www.library.vcu.edu/development/fol/>.

I am a graduate of VCU. What sort of access do I have?

Alumni are invited to join the VCU Friends of the Library. Alumni who are not Friends of the Library have the same options for access as members of the general public.

Where can I find computers with Internet access available for the public?

Most public libraries in the area and the Library of Virginia have limited numbers of computers available for public use. Access may be restricted to library card holders. For additional information, visit:

Richmond Public Library - Public Computer Access

(<http://www.richmondpubliclibrary.org/content.asp?contentID=38>)

Library of Virginia - Internet Access Policy

(<http://www.lva.lib.va.us/whoweare/visit/policies/inetpol.htm>)

Why does VCU Libraries limit Internet access to the public?

VCU Libraries computing resources are primarily for the research needs of VCU students, faculty, administrators and staff. The Libraries may authorize other individuals or affiliated groups to have access to its computing resources.

Members of the general public must demonstrate a need for the unique resources of a research library. If such a need is affirmed by VCU Libraries, temporary access to resources may be granted, dependent upon current needs of the VCU community. At any time, guests may be asked to discontinue computer use if VCU students, faculty, administrators or staff require access.

Why do computers in the VCU Libraries require a login?

Virginia Commonwealth University ensures secure, authenticated access to computing and wireless resources for its students, faculty, administrators and staff through eID login. Guest computers, with their own authentication mechanism, are provided in VCU Libraries to accommodate others who have legitimate needs for research level resources.

For information about VCU Libraries privacy policy, please see: <http://www.library.vcu.edu/privacy.html>

Are there any other public computers on campus that allow Internet access?

All other computing facilities on the VCU campus are intended for use by VCU students, faculty and staff, and require an eID username and password issued by VCU Technology Services.

Who can I talk to if I have comments, questions or concerns about this policy?

Please provide us with your feedback using the VCU Libraries' [Suggestions form](#).

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