



James Branch Cabell Library Guest Access to Online Resources

Circulation and Information Services

Last updated August, 2013

VCU Libraries provides access to online research collections for nonVCU academic researchers. VCU computer policy requires secure login to computers with a VCU eID username and password. To ensure that nonVCU researchers can obtain needed access to our licensed research tools we offer the following methods:

1) Walk-in access

NonVCU individuals may request one hour of computer access at our guest computer stations by showing a **current photo ID issued by a college or university, an ID issued by a high school, or a VCU Libraries Friends of the Library card** to the Circulation and Information Services staff. A password to log in to one of the guest machines will be issued. **Access is limited to one 60minute session per day.** At times when all guest machines are in use, you may be offered the next hour if it is available. Note that failure to be present and logged in within 10 minutes of a scheduled reservation causes the system to remove your reservation and allow the next patron's access to the machine to be activated. Guests must be onsite to request access.

2) Scholar's Registration

Those with photo ID from another college or university who have need of extended access to research collections may complete a Scholar's Registration form at the Reference Desk. **If approved, this access begins within two business days with issue of a guest eID password for use at VCU computers. This guest password expires automatically in 14 days and cannot be reissued until the following semester.** Those granted guest passwords must comply with VCU Libraries computer resources regulations and VCU Computer and Network Resources Use Policy.

3) Open Saturdays

Richmond area high school students and individuals with an ID card from a college or university may be logged in to VCU computers on Saturdays, space permitting. **This use is for academic purposes only;** users must comply with VCU Libraries computer resources regulations and VCU Computer and Network Resources Use Policy.

4) Friends of the Library

Friends of the Library donors may request through the Libraries' Development Office a guest computer login for use within VCU Libraries locations. This use is for academic purposes only; users must comply with VCU Libraries computer resources regulations and VCU Computer and Network Resources Use Policy.

5) Access to Government Documents

Reference desk staff will assist nonVCU patrons who cannot provide identification of the types noted above to access government documents. This access will be during the hours the reference desk is open and before 10 p.m. ID checks begin.

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