

## Guidelines for Guest and Alumni Access to Online Databases in Temple University Libraries

As a publicly assisted institution we are committed to serving the local community to the fullest extent practical. Online access to the research record, including research performed with tax dollars, is not usually available to the general public except on a walk-in basis in research libraries. For that reason, our licenses for scholarly databases almost always permit walk-in access to these resources. Additionally, our status as a Federal Depository Library requires us to provide public access to the government information we receive as members of the depository program.

Visitors, alumni, and guest researchers are welcome to use our computers and the online databases in accordance with the following guidelines.

1. Visitors, guest researchers, and alumni may access the library's restricted online databases by presenting a valid form of identification\* at a service desk. Visitors to the Science, Engineering & Architecture, Ambler, or Tyler libraries should ask at the service desk during [service hours](#). Visitors to Paley Library should ask at the reference desk during [reference service hours](#) or at the Paley circulation desk Sundays through Thursdays, 9 – 11PM, Fridays 6-8PM, and Saturdays 6-7PM.
2. For security reasons, visitors' identification and contact information will be entered into a log book (see Appendix A). Log book entries are destroyed after twelve months.
3. Service desk staff will log the visitor onto an available computer on a first come, first served, basis. If the computers are already busy with students, guests may have to return at another time to be logged in. Waiting times ranging from 5-20 minutes are not unusual.
4. Print jobs may be sent to the networked printer and paid for using a guest Diamond Dollars card or cash/coin (see "[How do I Print in the Libraries](#)"). Alternatively, files may be downloaded to personal flash-drives or emailed.
5. Visitors must observe [Temple University Computing policies](#) and the [University Libraries Code of Conduct](#).
6. Current Temple students, faculty, and staff are granted priority use of the research computers in Temple University Libraries. We ask that visitors be considerate of student research and study needs and recognize that they may be asked to limit their time on the computers if students are waiting.

\*A driver's license, Temple University alumni card, University Libraries courtesy card, state id card, or other verifiable form of photo identification.