



## UNIVERSITY OF TOLEDO LIBRARIES

### Request for Off-Campus Access to Electronic Subscriptions & Databases

University of Toledo emeritus faculty and visiting scholars must request and receive approval for off-campus access to the Libraries' electronic resources. ***Eligible requestors must be actively engaged in instruction and/or research benefiting the University.***

To request access, complete and return this form in either print or electronic format to Janet Douglas (janet.douglas@utoledo.edu), The University of Toledo, Carlson Library, 2975 West Centennial Dr., MS 509, Toledo, Ohio 43606.

#### REQUESTOR

Name:

Status:

Emeritus Faculty

Visiting Scholar

Rocket ID Number:

UT E-Mail:

College:

Department:

Address:

Phone Number:

#### APPROVER

Name:

Status:

Dean

Department Chair

**Signature:** *(required if submitting print form)*

**Digital Signature:** *(required if submitting digital form)*

- If approved, remote access privileges will expire on June 30. Continued need for access will require submission of a new request form.
- Authorized use of the Libraries' subscription resources is stipulated in licensing agreements with publishers. **By approving access, the Dean or Department Chair is confirming that the requestor will be using these resources only for research and/or educational purposes benefiting the University of Toledo.** Use for commercial purposes is strictly prohibited.
- Approved access requests are typically processed within 2-3 business days of receipt. Requestors will receive an e-mail confirmation when processing is complete and access is available.
- Requestors approved for remote access will also be able to borrow books through OhioLINK and submit interlibrary loan requests.
- If you have any questions about the status of an approved request, please contact Janet Douglas in the Carlson Library (e-mail: janet.douglas@utoledo.edu, phone: 419-530-2894).