



# University of Central Florida Libraries

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

University of Central Florida emeritus faculty 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 electronic format to [circ@ucf.edu](mailto:circ@ucf.edu).

### Requestor

Name:

Email:

College:

Department:

Address:

Phone Number:

### Approver

Name:

Status:                      Dean                                      Department Chair

Digital Signature:

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 the research and/or educational purposes benefiting the University of Central Florida.** Use for commercial purposes is strictly prohibited.

Approved access requests are typically processed within 2-3 business days of receipt. Requestors will receive an email confirmation when processing is complete and access is available.

Requestors approved for remote access will also be able to borrow 10 UCF owned print materials.

If you have any questions about the status of an approved request, please contact [circ@ucf.edu](mailto:circ@ucf.edu)