

IIUM Library Policy Document

**DIGITAL ACCESS
POLICY**

Document No.:
IIUM/204/POLICY/LIB/07

Effective Date:
27 December 2019

Version No.:
01



Identification Block

Name of Policy	DIGITAL ACCESS POLICY
Document Number	IIUM/204/POLICY/LIB/07
Policy applies to (Geographical scope)	<input checked="" type="checkbox"/> All Campus Libraries <input type="checkbox"/> Specific (Outline location, Campus, Organizational unit, etc.)
Policy Status	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy

Approval Authority	Senate, IIUM
Governing Authority	Library Committee, IIUM
Responsible Office/Custodian	Chief Librarian

Approval Date	27 December 2019
Effective Date	27 December 2019
Date of Last Revision	Not Applicable
Date of Next Policy Review*	27 December 2021 (Every two (2) years)

* Unless otherwise indicated, this policy will still apply beyond the review date.

Revision History

Requestor	Description	Submission date
The Library	<ul style="list-style-type: none"> • Review and rewrite policies following comments from Internal Audit 2018 • New policy 	06 Nov 2019

Related Documents

Related Documents (Legislation, Policies, Procedures, and Guidelines)	<ul style="list-style-type: none"> • Library Services Policy • Borrowing and Returning Policy • Collection Development and Management Policy • Computer and Network Use Policy
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1. PURPOSE AND OBJECTIVES

The purpose of this document is to define the Library's policy of access to digital resources and its implementation plan.

2. DEFINITIONS, TERMS AND ACRONYMS

These definitions relate to this policy only.

Terms/Acronyms	Definition
Access	The right to obtain or make use of or take advantage of library services.
Digital resources	Library resources in digital format, both converted into digital and born digital.
Digital reproduction	Refers to resources which are digitized/converted into digital format, for example, a volume of thesis is digitized to make it accessible by user via internet.
Full text	A private network, accessible only within the organization.
Intranet	Students and staff of the University, and authorised users.
Metadata	Data describing a resource, or data about data.
TOR	Terms of Reference, that is the areas, subjects, etc., that an organization or inquiry has been ordered to deal with.
User	Students and staff of the University, and authorized user.

3. POLICY SCOPE/COVERAGE

This policy applies to the use of Library digital resources by the library user within the Library premises and the off campus access.

4. POLICY STATEMENT

- 4.1 The library provides and facilitate online access to a selected range of information and digital resources.
- 4.2 The library, in principle, allow free use of openly available digital reproduction of items from its collections, except for items with certain restrictions or where copyrights are applicable.
- 4.3 Certain types of digital resources are only accessible in full text for onsite user.
- 4.4 Remote access is available only to specified groups.



4.5 The access policy is summarized as below:

No.	Collection/ Types	Descriptions	Document Access	
			Public View (Without Login)	Restrict View (Login)
1.	E-Books	A wide range of subject in E-Book format purchased and subscribed by the Library	Full text	Full text
2.	E-Journal	Electronic journals in various disciplines/subjects subscribed by the Library	Full text	Full text
3.	Examination paper	Final and re-sit examination questions from year 2000 to-date	Metadata, Full text (Intranet)	Metadata, Full text (Intranet)
4.	Faculty Publication	A publication written by IIUM staff and academic in the form of an article or proceeding or research report	Metadata, first page of article, full access or restricted depending on the publisher's policy.	Metadata, full text (Intranet)
5.	IIUM Publication	Collection of journal articles published by IIUM in a wide range of subjects such as law, economics, literature, etc.	Metadata, full access or restricted depends on the publisher's policy	Metadata, full text article



No.	Collection/ Types	Descriptions	Document Access	
			Public View (Without Login)	Restrict View (Login)
6.	IIUM Thesis	Theses produced by local or international graduates of IIUM ranging from year 1986 to date. Also available are non-IIUM theses produced by IIUM staff and academics.	Metadata, full access or restricted based on currently enforced TOR	Metadata, full text at specified PCs in the Library
7.	Islamic Economics	A special collection derived from books, journal, conference proceedings, etc., on Islamic economics disciplines	Metadata, full access or restricted based on currently enforced TOR	Metadata, full text within IIUM campuses (Intranet)
8.	Islamic Education	A special collection derived from books, journal, conference proceedings, etc., on Islamic education disciplines	Metadata, full access or restricted based on currently enforced TOR	Metadata, full text within IIUM campuses (Intranet)
9.	Islamic Law	A special collection derived from books, journal, conference proceedings, etc., on Islamic law disciplines	Metadata, full access or restricted based on currently enforced TOR	Metadata, full text within IIUM campuses (Intranet)



No.	Collection/ Types	Descriptions	Document Access	
			Public View (Without Login)	Restrict View (Login)
10.	Manuscript	Manuscript collection since 17th century covering Islamic subjects such as Arabic literature, astronomy, etc.	Metadata, selected titles full text or selected pages	Metadata, full text at specified PCs in the Library
11.	Photographs	Archive materials, collection of still photos of the university events stored in the media repository	Metadata, full image, view only	Metadata, full image, download
12.	Video clips	Archive materials, collection of videos of events of IUM stored in the media repository	Metadata, full image, view only	Metadata, full video, downloadable
13.	Documents	Archive materials, collection of the university documents stored in the media repository	Authentication required	Authentication required

5. IMPLEMENTATION AND COMPLIANCE

- 5.1 The Library holds the responsibility for the implementation of this policy and shall take the necessary actions in the event of violation of this policy.
- 5.2 This policy is applicable to the Library users and any infringement of the policy may be subjected to disciplinary actions and any other actions deem necessary.



6. MAINTENANCE OF POLICY

The Library is responsible for the formulation and maintenance of this policy.

