

DIGITAL ACCESS GUIDELINES

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3rd December 2024

DIGITAL ACCESS GUIDELINES

Name of Guidelines	Digital Access Guidelines
Document Number	UIAM.LIB.GUI.100-1/7/8
Guidelines apply to (Scope)	☒ All Campus Libraries ☐ Specific (Outline location, Campus, Organizational unit, etc.)
Guidelines Status	☒ New Guidelines ☐ Revision of Existing Guidelines

Approval Authority	Library Top Management Meeting (LTMM), Dar al-Hikmah Library
Responsible Office/Custodian	Collection & Client Services Department

Approval Date	3 rd December 2024
Effective Date	3 rd December 2024
Date of Last Revision	-
Date of Next Review*	3 rd December 2026 (Every two (2) years) *Note: For record purposes, the Responsible Office/Custodian must inform the Quality Manager if the Guidelines are still applicable beyond the review date.

Revision History

Requestor	Description	Submission date
Head, Collection & Client Services Department	1. The need to have a guidelines arises during sharing sessions with Office of Legal Officer, suggested the status of the Digital Access Policy to be changed to a Guidelines.	13 th July 2021 23 June 2023
	2. Tabled before the LTMM 16/2024 held on the 13th of November 2024. Approved and good for use.	13 th November 2024

Related Document (Legislation, Policies, Procedures, Guidelines and Local Protocols/Manuals)	- Library Services and Facilities Policy IIUM/204/POLICY/LIB/01 - Library Charges Guidelines IIUM/204/GUIDE/LIB/2.11 - IIUM ICT Policy - Information Management Policy - Guideline on Electronic Data Management
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1.0 OBJECTIVE

This document outlines the Digital Access Guidelines of Dar al-Hikmah Library, aiming to ensure consistent and equitable access to digital resources across all campuses of the International Islamic University Malaysia (IIUM) and remote.

2.0 SCOPE AND COVERAGE

The guidelines apply to all IIUM campus libraries, including Dar al-Hikmah Library Gombak (DaHLG), Dar al-Hikmah Library Kuantan (DaHLK), Syed Muhammad Naquib al-Attas Library (SMNAL), Centre for Foundation Studies Library (CFSL), and Shared-Facilities Library Education Hub Pagoh (SFLEHP). It covers access to digital resources by all clients, including students, staff and external clients, on campus and off campus.

3.0 DEFINITIONS

These definitions relate to these guidelines only:

TERMS	DEFINITION
Access	The right to obtain, use, or take advantage of library services.
Digital resources	Library resources available in digital formats, including born-digital and digitized materials.
Full access	Available for authorized library members only.
Metadata	Data describing other data (e.g., a description of a digital resource).
Client	Refers to the students and staff of the university, as well as authorized external clients.
IIUM ID	IIUM's account system for staff.
i-Ma'luum	IIUM's account system for students.
Remote/Off Campus Access	Access to digital resources off-campus using secured access methods.
On Campus Access	Direct access to digital resources while within the IIUM campus or library facilities.

4.0 DETAILS OF THE GUIDELINES

4.1 Methods to Digital Access

4.1.1 IIUM Community

- For staff, digital services can be accessed by using IIUM ID.
- For students, digital services can be accessed by using the i-Ma'luum account.

4.1.2 Non-IIUM Community (Paid External Clients and Reference Membership)

- Remote access to the IIUM Student Repository is up to 24 pages only.
- Remote access to the online databases and e-books is not allowed.

- c. Access to online databases and e-books is allowed on campus via IIUM wifi only.
- d. Remote access to the full text of the IIUM Student Repository is allowed for open access theses only.

4.2 Scope of Digital Access

4.2.1 Online databases and e-books:

No.	Collection	Descriptions	Digital Resources Access	
			Without Login (using IIUM Network)	Login Required * (using the non-IIUM network)
a.	E-Books	A wide range of subject in E-Bookformat purchased and subscribed by the Library	Full text	Full text
b.	Online Databases	Online databases in various disciplines/subjectssubscribed by the Library	Full text	Full text

Notes:

- i. Login through IIUM ID or i-Ma'luum account.
- ii. Full-text access is dependable on the subscription package of the e-books/online databases.

4.2.2 IIUM Student Repository and Manuscript:

No.	Collection	Descriptions	Digital Resources Access	
			Without Login (using IIUM or non-IIUM network)	*Login Required (using IIUM or non-IIUM network)
a.	IIUM Student Repository	Theses produced by IIUM graduates	Metadata, First 24 pages only	Full text except for certain restricted titles.
b.	Manuscript	The Digital Manuscript contains digitized manuscripts within the collections of the Dar al-Hikmah Library, IIUM.	Metadata, selected pages only	Full text except for certain restricted titles.

Notes:

- i. For the IIUM Student Repository, login through IIUM ID or i-Ma'luum account.

- ii. For IIUM Manuscript, login using the Username and Password provided in the IIUM Digital Manuscript's login page. (Refer to Appendix 1 on how to get the full text of the digital manuscript)

5.0 ADMINISTRATION OF THE GUIDELINES

The responsibility for implementing these guidelines lies with the respective sections and departments across all campus libraries. This includes:

- i. Head of Learning Support Section, DaHLG
- ii. Head of Client Services Unit, DaHLK
- iii. Head of Client Services Unit, CFSL
- iv. Head of Client Services Unit, SMNAL
- v. IIUM Librarian of Shared-Facilities Library Education Hub Pagoh (SFLEHP).