

On-Site Access Guidelines
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Introduction

In the interests of promoting scholarship in collaborative and cooperative modes among the members of the Pacific Neighborhood Consortium, the following On-Site Access Guidelines were prepared by chief librarians of PNC member institutions. It is hoped and desired that the promotion of access to and use of library resources by faculty, students, and staff will encourage neighbors on the Pacific Rim to engage with one another more frequently and more productively in the pursuit of scholarship, teaching, and learning.

Summary

The PNC on-site access privileges permit faculty, students and academic and professional library staff of participating institutions to use the collections and services at other PNC libraries. The following general policies apply to the PNC on-site service.

1. These privileges and programs applies only to faculty and staff from institutions affiliated with PNC.
2. Access away from the home PNC institution requires patron identification; a photo identification such as a passport will be requested. A PNC identification card issued by the chief librarian of the patron's home institution will be requested as well. Some PNC institutions will want a letter of introduction; specific requirements of individual institutions are cited in the PNC web pages (url: xxx.xxx.xxx) [NB: PNC identification cards have been prepared and are ready for disribution to institutions signing the memo of understanding incrpoarting these On-Site Access Guidelines.)
3. These privileges include stack access as provided to the appropriate class at each individual institution;
4. There may be some restrictions for some patrons relative to privileges available at home PNC institutions; local rules govern access and use of library collections and services as well as electronic mail. See the list of caveats and restrictions for each participating institution in the PNC web pages (url:xxx.xxx.xxx)
5. These Guidelines and Convention are expected to maintain pre-existing inter-institutional agreements:
6. Services and access provided for by these Guidelines and Convention are expected only during each institution's normal service hours; exceptions to this must be requested, preferably in advance.
7. Remote PNC institutions will expect advance notice of visitors from PNC institutions.

8. Privileges described in this convention last only for the duration of the visit and must be renewed for each subsequent visit.
9. PNC libraries will prepare a summary of services and privileges offered with information about advance notice and required items of identification for all signatory institutions.
10. PNC signatory institutions will compile reports of usage of the provisions of this convention for use by the PNC and local reporting.

Collections Access

On-site access permits use of material in the building. On-site access does not grant borrowing or interlibrary loan privileges.

Some libraries have restricted stack access. Visiting patrons will receive the same degree of access accorded their peers at the host institution.

Access to special or restricted collections or materials is also possible if arranged in advance.

On-site access does not apply to alumni, retired faculty, courtesy or fee borrowers, spouses, or docents.

Memorandum of Understanding on PNC Electronic Mail Guest Accounts

Two types of accounts are recommended:

- 1) a local account for occasions when a PNC signatory institution faculty member or professional staff expects to be in residence for sufficient time to benefit from a local account.
- 2) a telnet account, where the only local access needed is the ability to telnet to a home account at another institution, to allow reading and responding to electronic mail at the cost of a local telephone call.

Each local institution will allocate a number of PNC accounts for telnet use. A supporting document, a PNC "passport" will be prepared, with instructions and procedures for the participating institution, to be given to a guest account user at the time of use.

Under usual circumstances telnet accounts can be provided for PNC members as needed for specific travels. Advance notice from the PNC guest is recommended, giving beginning and ending dates for the requested access. A Password and details for login will be provided to the guest upon arrival, and passwords will be changed after departure.

If conditions warrant, PNC signatory institutions may provide general use cards and passports upon request, good for continuous use at participating institutions (the PNC equivalent of a "platinum" card). These accounts would be limited to a very few senior officials at PNC institutions.

**The Hong Kong University of Science & Technology Library
PNC Guest E-mail Accounts**

Members of the Pacific Neighborhood Consortium (PNC) may request use of a guest computing account during their stay in Hong Kong by requesting this in advance of the visit. Please contact

Attn: Min-min Chang, Director of Library
University Library
Hong Kong University of Science & Technology
Kowloon, Hong Kong
or Fax: 852-2358-1043
or E-mail: library@usthk.ust.hk