

NEW PROCEDURES IN EFFECT

After reading these new procedures, Skip to the second page to fill in the form.

- All Libraries employees are required to obtain a Penn State Access Account ID prior to obtaining access to Library Network and Server resources.
- All DLT Application for Network/Server Use forms for new, transfer or terminating employees will be submitted to

Library Human Resources

511 Paterno Library

University Park, PA 16802

Call Library HR, 814-863-4949, with policy questions.

Call I-Tech, 814-865-2378, with technical questions.

- All DLT Application for Network/Server Use forms to modify resources assigned a current employee will be submitted to

Digital Library Technologies

3 Paterno Library

University Park, PA 16802

Call DLT, 814-863-0647, with technical questions.

- Upon receipt of the completed form, Library Human Resources verifies that the paperwork is complete. Incomplete forms will be returned to the sender.
- Library Human Resources enters or changes the employee information in the Library Employee Directory as applicable.
- The new employee or assigned departmental representative (if applicable) is responsible for entering Library E-mail address for new accounts based on the PSU Access ID provided on the form for all non-student employees and for students who are authorized to receive LIAS E-mail on the form.
- Library Human Resources forwards the DLT Application for Computer System Use form to Digital Library Technologies for processing (optimal; Monday - Friday, 8AM - 5PM).
- **No accounts will be processed by Digital Library Technologies that are not already present in the Library Employee Directory.**
- In the case of new accounts, Digital Library Technologies sends letter to employee outlining password procedures and policies.
- Digital Library Technologies refers Directors Station, Calendar and CMS account requests/changes to I-Tech via E-mail.
- I-Tech completes Directors Station, Calendar and CMS accounts and notifies employee via E-mail.

DLT Application for Libraries Computer System Use

Note: Authorizations on this form supersede all previous requests.

PSU Access Account User ID: _____

User Name (Last, First, M.I.; please type online before printing): _____

PSU ID (9 digit number, format 9-9999-9999): _____

Library/Department: _____

Office Address: _____

Office Telephone: _____

Employee Type (Check one): Student Non-Student Wage Staff Faculty

Request Type (Check one): New Account Modify Account Transfer Account Delete Account

Resources Requested

Shared Folders – specify each required Shared Folder by name + access (Read Only or Update)

Libraries Network

Directors Station

[e.g., \\root\library\shared\bindery (update)]

Global Mailing Lists

Specify at least one global list for all **non-student** employees; **student** employees may be placed on global mailing lists, but if so, they **must** receive a LIAS Email account below. See <https://psulias.psu.edu/gml/list> **ALWAYS** choose the narrowest appropriate list(s) possible; that is, not ABINGTON but rather ABINGTON_STAFF or ABINGTON_FAC.

Content Management

Calendar

MTSS (MTSS staff only) Login Cmd: AVS _____ (e.g., AVS_175014)

WorkFlows

Check **at most one** profile only. For explanation of what each profile is authorized to do, see http://cat.libraries.psu.edu/uhtbin/Lists/user_accesses

LIB-STAFF

CAT3

CIRC3

PUB3

TECHSUPRT

LIB-ADMIN

CAT4

DSL

PUB4

OTHER (list below)

ACQ1

CCL1

HBG-TECH

RESERVES

ACQ2

CCL2

ITECH

SERIALS1

BOFC

CIRC1

PRES-BIND

SERIALS2

CAT1

CIRC2/PUB1

PUB2

SERIALS3

Special Requests

(List any special authorization requests/needs, e.g., exceptional network provisions, etc.)

Authorized By: _____

(TYPE Supervisor's name and Sign after printing)

PSU Access Account User ID: _____
(Supervisor's PSU Access Account)

Date: _____

I affirm that I have read, understand, and will abide by University Administrative policies AD-20 and AD-23, University Administrative Guidelines ADG-1 and ADG-2, and the Digital Library Technologies Password Policy. Access to and use of software shall comply with federal laws, the laws of the Commonwealth of Pennsylvania, and the rules and regulations of the University. Misuse of software may violate federal or state criminal laws and may result in criminal charges against the user. Members of the University community may be subject to University sanctions, including disciplinary charges.

User's Signature: _____

Date: _____

Send completed form to Libraries Human Resources, 511 Paterno Library, University Park, PA 16802. Call 814-863-4949 with policy questions, 814-865-2378 with technical

Implemented By _____ / _____ / _____
(Libraries Human Resources) (Date) (Digital Library Technologies) (Date)