



LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Electronic Resources Loyola Law School Sharing Policy	Page 1 of 1
Policy Number: LIB-COLLS-501	Supersedes: N/A
Effective Date: November 1, 2015	Previously Issued: August 1, 2009

**1. Statement of Policy:**

1.1. The two libraries of Loyola Marymount University, Westchester (LMU) and Loyola Law School (LLS) act independently of each other in terms of collection design and management, but strive to share access to electronic resources when possible. This policy is intended to establish guidelines for the sharing of electronic resources between these two libraries.

1.2. Acquisitions & Collection Development is responsible for this policy.

**2. Definitions:**

2.1. Electronic resources include electronic journals, electronic books, online media, and database content.

**3. Policies/Procedures:**

3.1. Each campus will make resource selections appropriate for its clientele and then share the resource URL with the other campus.

3.2. When licensing electronic resources, the widest range of IP addresses possible will be used to give maximum access to both campuses.

3.3. If the IP range is necessarily restricted due to subject specificity or cost, the subscribing campus will not notify the other campus of the new resource since it may not be accessed by them.

3.4. Resources licensed from LMU will be available for off-campus access for LLS faculty and staff.

3.5. Resources licensed from LMU will not be available for off-campus access for LLS students.

3.6. When a new electronic resource is licensed or cancelled, the campus contacts listed below will alert each other via email:

3.6.1. Loyola Marymount University: [Marie Kennedy](#), (310)258-4602.

3.6.2. Loyola Law School: [Dawn Smith](#), (213)736-1174.

3.6.3. Wider dissemination of the alerts will be decided locally.