

NC LIVE passwords as well as passwords for certain locally licensed databases (i.e., Gale Literature Resource Center, Gale Biography Resource Center and Gale Opposing Viewpoints) may be communicated in the following ways:

1. Passwords will be distributed in the library to currently enrolled students. Enrollment status will be determined to be current if:
 - a. student presents a College ID card with the appropriate semester sticker
 - b. student presents current registration documentation
 - c. Library staff verifies enrollment status in Datatel or by telephone to the Registrar's Office or other appropriate department
 - d. student is accompanied by an instructor who verifies enrollment status
2. Passwords can be distributed in the classroom by a librarian or instructor to currently enrolled students. Enrollment status will be determined to be current as a result of class attendance.
3. Passwords will be posted on Campus Cruiser, and log in will be required. Enrollment status will be determined to be current if the student has the ability to log into Campus Cruiser.
4. Passwords can be distributed by Library staff via email or by telephone to currently enrolled students. Enrollment status will be determined to be current if Library staff verifies enrollment status in Datatel or by telephone to the Registrar's Office or other appropriate department.
5. Passwords can be distributed by distance education instructors through the course management software to currently enrolled students. Enrollment status will be determined to be current if the student has the ability to access the class through the course management software.

Please make certain that students are informed that the password is provided solely for their use. Distribution of passwords to others who are not enrolled at RCC is prohibited under licensing agreements with the database vendors.

While this will make it easier for students to obtain passwords, it does not ensure they will possess the skills needed to effectively search the databases. Therefore, we encourage instructors to arrange for their students to receive NC LIVE and other database research instruction from our professional librarians. Instruction that teaches effective use of these resources is important to the success of our students. Contact Donna Windish (dcwindish@randolph.edu) or Elizabeth Vidrine (eevidrine@randolph.edu) by email or by telephone at ext. 204 (off-campus 336-633-0204) to schedule instruction.

Faculty or staff who wish to have passwords should contact a Library staff member.