MERCER
UNIVERSITY

Access to Swilley Library Databases – Pharm.D. Program

Preceptors for the College of Pharmacy are granted access to select databases subscribed to by the Monroe F. Swilley Jr., Library of Mercer University, as allowed by the university's licenses for these products. Access to these databases is a privilege granted to preceptors because of their educational contributions to Mercer University.

Preceptors must apply for a Mercer University ID (Bear) card. Without an assigned I.D. number the Mercer University computer network cannot be accessed. Preceptors must either come to the Atlanta campus office of Auxiliary Services (12:30-6pm Monday – Thursday or 10:30-4pm on Fridays) or mail a JPEG head shot on a white background of at least 8 megapixels to have an MUID number assigned and a card produced and given/sent to them. If you have questions about this, please contact-- Ken Boyer, Director of Auxiliary Services at 478-301-2691. Please allow 2 to 3 weeks for access to be granted.

Conditions attached to these privileges are:
1. **These databases are to be used for teaching responsibilities only.**

2. **There must be absolutely no commercial use of the information obtained from the databases.**

3. **Passwords and access is non-distributable and reasonable precautions must be taken to preserve database security at all times.**

4. **Use of passwords and databases is contingent upon your *continuous* participation as a preceptor for Mercer University.**

Failure to adhere to these conditions may result in immediate termination of access to these databases and all library resources.

I have read and agree to abide by the terms of this agreement.

Print name: _____   Daytime phone: _____

Address: _____

Email address: _____

Do you have a previous affiliation with Mercer University?   Yes   No
If yes, under what name?_____

Signed: _____   Date: _____

Please return this form and JPEG headshot to the Office of Experiential Education via email to PharmExpEd@mercer.edu

Internal Use:

Approved: _____Date:_____
Director, Office of Experiential Education

Preceptor Start and End Date: _____   Budget Code for Aux. Serv. _____

Date forwarded to Auxiliary Services:_____Date forwarded to IT Help Desk:_____

MUID_____Date forwarded to Help Desk for AD Access: _____