

Research Assistant Library Cards

Procedures and privileges at-a-glance

Researcher or Principal Investigator (PI) issues a Research Assistant Contract and sends a copy to **Finance**

Finance enters contract information (including Position title and Contract end date) into Banner

Researcher places an **IET Service Request** asking IET to create a staff-level Network account which provides the Research Assistant with:

- A Kwantlen email account
- The ability to login to staff computers
- Off campus access to library subscription databases

IET notifies the **Research Assistant (RA)** of username and password, and **copies Library**

Researcher notifies Colleen van de Voort (colleen.vandevoort@kwantlen.ca) Circulation Librarian for the **Library** that a new Research Assistant has been hired and provides info on their Banner I.D and contract end date

If the **Research Assistant IS** a current student.

Library initiates production of an RA library card and notifies RA when card is ready to be picked up at the campus chosen by the RA.

Research Assistant picks up RA library card and uses this card for all Library transactions.
To access databases from off-campus RA can use either their student # as their username with their myKwantlen password, or the username/password provided by IET.

Please note:

RA's who are students can also be issued a separate student library card for student ID purposes. They **cannot** use this card, however, for any Library transactions.
If RA's make any changes to their student information (eg.address, PIN # change) they **must** notify the Library as the Library will need to reset their library privileges to the level of a Research Assistant

If the **Research Assistant is NOT** a current student.

Research Assistant comes to the Library and requests an RA library card

Library produces the RA card and provides RA with information on its privileges.

Research Assistant uses this card for all Library transactions.
RA's use the username and password provided by IET to access library databases from off-campus.

Please note:

If an RA becomes a student during the contract period, s/he **must** notify the Library as the Library will need to reset their library privileges to the level of a Research Assistant