

## **Instructions for Off Campus Database Access**

*This service is for current faculty, staff, undergraduate & graduate students only.*

### **Step 1: Pick Database**

Click on the database that you would like access to from the Off Campus Database Link.



### **Step 2: Log In Access Box**

After clicking on the database you want you will see the log in request screen illustrated below:

The screenshot shows the Keystone Library Network login page. At the top, there's a banner with the "KEYSTONE LIBRARY NETWORK" logo and a "PASS Patron Authentication System" logo. Below the banner, there are two login options: "Login with your Library ID" and "OR Login with your Institutional Username/Password". The "Library ID Logon" section has fields for "Library Barcode or Identification" and "Last Name", with a "Login" button. The "Username/Password Logon" section has a dropdown for "Institution", and fields for "Username" and "Password", with a "Login" button.

### **Step 3: Enter Library ID Information**

Enter your Library Barcode and Last Name in the "The Library ID Login Box" Click Log-In

The screenshot shows the "Library ID Logon" form. It has a title "Library ID Logon" and two input fields: "Library Barcode or Identification" and "Last Name". Below the fields is a "Login" button.

### **What is my Library ID number?**

**Students:** Your Library ID Number is your University ID number [not you're Social Security Number] issued with your Lion Card. If you do not know your barcode numbers please call The Circulation Department at the Langston Hughes Memorial Library at 484.365.7367 during regular Library hours.

**Faculty & Staff:** Library records for faculty and staff are manually entered into the Library's computer system. If you have a 14 digit barcode attached to your ID that starts 2 0464 0. All 14 digits, is your Log-in number. If you have received a new ID card or if you have never visited the Library and had a Library Record made, you will need to visit or call the Library to have a record created or updated.