

GRADUATE EDUCATION PROGRAM

GUIDELINES

Participants in the Dialog Graduate Education Program (GEP) will use the following guidelines when determining appropriate and allowed use of the special discount program for educational purposes. All three of the following components must be met in order to qualify for GEP use:

1. Educational Institution

Participants must be affiliated with an accredited public or private educational institution offering courses at the elementary, middle or high school level; undergraduate, graduate, or post-graduate level; or via a continuing education program. These institutions may include corporate-sponsored educational programs that have a formal curriculum and may also include seminars or workshops provided on a consulting basis if the curriculum is approved by Dialog. Accredited home schooling programs may be approved for GEP use when evidence of a formal curriculum is submitted.

2. Supervised Setting

GEP use must take place in a supervised setting, such as on-campus facilities, an institution intranet or via a delivery mode for a distance education course provided by the institution. This includes a classroom, a library or media center, a computer lab, or any other setting authorized by the program and persons formally associated with the educational institution who instruct others in online search techniques.

3. Curriculum Related

GEP must be attached to a formal course, seminar, workshop, or demonstration in online searching OR to a course that includes online searching instruction. This component should include at least one planned instructional unit on online search skills that is either an introduction or review of basic search techniques or the introduction of new techniques/skills to build basic knowledge.

SPECIFIC GUIDELINES FOR ALLOWED USE OF GEP

- Students will conduct their own searches OR be an active participant in the search process by creating the search strategy and/or being present with the search is conducted.
- Demonstrations of online searches are allowed in a formal educational setting.
- A reasonable amount of teacher/curriculum preparation time for any of these activities is allowed.
- An average of 150 full records maximum per hour typed or printed is suggested. We reserve the right to monitor all usage via this program and advise participating institutions when use is considered in excess of allowed guidelines.

SPECIFIC EXAMPLES OF EXCLUDED USE OF GEP

- Any personal use (i.e. non-curriculum related) by students, faculty, or administrators is not allowed.
- Any administrative or management use by students, faculty, or administrators is not allowed.
- Any non-curriculum related use, such as library collection development, professional research, citation analysis to support bibliometric research, or recreational use is not allowed.