POLICY:

UNIVERSITY LIBRARY eRESOURCE USE

Purpose: To set out the conditions under which members of the University community may use the University Library’s e-Resources.

Responsible Executive: SDVC
Responsible Office: University Library
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1 PURPOSE

This Policy sets out the conditions under which the University Library’s e-Resources may be used.

2 DEFINITIONS

- **e-Resources** - Includes databases, e-journal collections, e-books and any other web-based information resources managed by the University Library and made available via the University Library website.

- **Staff Member** – Individuals with a current employment contract with the University. The University Library will consider any employee listed in the ‘Staff Directory’ and with a current ‘webmail’ account to be a current employee.

- **Appointees (Adjunct, Clinical Academic and Visiting Appointments)** – Those staff granted appointments under the terms of the University’s ‘Adjunct, Clinical Academic and Visiting Appointments Policy’. The University Library will consider any Adjunct, Clinical Academic and Visiting appointment listed in the ‘Staff Directory’ and with a current ‘Webmail’ account to be a current Adjunct, Clinical Academic and Visiting appointment.

- **Student** – Individuals currently enrolled in a course of study offered by the University. The University Library will consider any student listed in the Student Administration System and with a current ‘Webmail’ account to be a currently enrolled student.

3 ELIGIBILITY

Eligibility to access e-Resources is determined by the Licence Agreements governing the use of the specific resource.

Under the terms of the Licence Agreements access to the University Library’s e-Resources is generally made available to all University staff, students, and appointees.

In some cases Licence Agreements may restrict access to an e-Resource to limited staff or student groups such as a specific school of the University. Where this is the case the University Library will make any usage restrictions clear on the University Library website.

Licence Agreements vary in complexity and may also place specific limits on how the information in an e-Resource can be used. The University Library will make any usage limitations clear on the University Library website.
4 USE OF RESOURCES

Generally access to the University Library’s e-Resources will be available to University staff, students and Appointees with user access accounts.

The use of the University Library’s e-Resources is limited to use for the purpose of research, educational and administrative activities of the University.

The University Library’s e-Resources may not be used to support commercial activities, employment for an employer other than the University, including self-employment, or for private or personal business.

Information obtained from the University Library’s e-Resources cannot be reproduced without the explicit permission of the copyright holder except within the terms of the University’s copyright licences (see below). Reproduction includes hard-copy and electronic reproduction.

Hard copy reproduction includes printing for a course reader.*

Electronic reproduction includes distributing by e-mail, posting to websites, and posting to a shared server or virtual learning environment such as ‘Blackboard’*.

* Licences generally require that students be ‘linked’ to specific objects, such as journal article, within an e-Resource rather than that resource being copied to another environment, whether that environment is electronic or print. The University Library can provide advice on how to create these links.

5 ACCESS TO RESOURCES

The University’s Student Administration offices will be responsible for creating student accounts which enable student access.

The University’s Staffing Offices will be responsible for creating staff and appointee accounts which enable staff and appointee access.

The University’s IT Services Department will be responsible for providing user accounts which enable ‘walk-in user’ access.

Access will be granted on the University’s campuses without the need for authentication.

Access will be granted off-campus via an authentication process open only to eligible users as defined in this policy.
6 MONITORING OF USAGE

The University will monitor the use of the University Library’s e-Resources and may investigate any usage that deviates from the use permitted under this Policy or the terms of the relevant Licence Agreement.

The University Librarian may suspend an individual user account and notify the user of this suspension where he/she is of the view that an individual user may be in breach of the terms of the relevant Licence Agreement(s).

7 COPYRIGHT

All use of the University Library’s e-Resources must comply with the provisions of the Copyright Act 1968, S 49 (1) and the terms of the University’s Copyright Licences.

Broadly, the Licences permit the reproduction of a maximum of 10% of the pages or one chapter (whichever is the greater) of a published work in hardcopy, a maximum of 10% of the words of a published work in electronic form, or one article from a print or electronic journal may be copied. It also states that the copies can only be made for research or study purposes.