



Policy 5.22

Library Licensed Electronic Resources Conditions of Use Policy

Responsible Official: Enterprise CIO and Sr. Vice Provost for Library Services and Digital Scholarship

Administering Division/Department: Library Policies

Effective Date: March 31, 2016

Last Revision: April 12, 2016

Policy Sections:

- I. Overview
- II. Applicability
- III. Policy Details
- IV. Definitions
- V. Related Links
- VI. Contact Information
- VII. Revision History

Overview

The Emory University Libraries license electronic resources for current Emory University faculty, students, and staff, including selected Emory Healthcare staff. The use of licensed electronic resources is for academic study, research, and patient care only, and not for commercial purposes. Users may not systematically download, save, or distribute significant portions of these licensed electronic resources.

The ability to provide access, authorize use, and permit reproduction of licensed electronic resources is governed by contractual license agreements and U.S. Copyright Law. Misuse or violation of these restrictions may result in the termination of access to the electronic resource for the entire Emory University community.

Each user is responsible for complying with the terms and conditions of these licenses. The person using the equipment, software, or electronic resource is liable for any copyright infringement he or she may commit.

Applicability

This policy applies to all current Emory University faculty, students, and staff, including selected Emory Healthcare staff, as well as visitors and guests who access library licensed electronic resources from visitor workstations in a campus library. This policy applies to all library licensed electronic resources, whether they are accessed from campus or from a remote location.

Policy Details

General Principles:

- Emory's library licensed electronic resources are provided for uses consistent with the University's missions of teaching, learning, research, and service or for related administrative support.
- The use of Emory's library licensed electronic resources must be consistent with other University policies, government regulations and laws.
- Library licensed electronic resources are not to be used for private financial gain, for supporting non-Emory related businesses or other commercial activity, or for supporting political candidates or campaigns.
- Users of Emory library licensed electronic resources are expected to read and abide by all relevant IT policies and standards.

Information Security Requirements:

Users of Emory's library licensed electronic resources may not:

- Share their passwords or other access credentials;
- Systematically download, save, or distribute significant portions of these licensed resources;
- Provide access to, modify, or share sensitive data or information obtained from any of Emory's systems without appropriate authorization;
- Use access credentials issued to other individuals or attempt to impersonate another individual in order to access library licensed electronic resources.

Users of Emory library licensed electronic resources must:

- Implement reasonable and appropriate safeguards to protect sensitive or critical information that they create or maintain;
- Dispose of sensitive information in a secure manner (e.g. shredding, physical destruction, disk wiping);
- Report any IT security incidents or security policy violations;
- Cooperate with authorized IT security investigations;
- Cooperate with authorized requests to discontinue activities that threaten the confidentiality, integrity, or availability of IT resources.

Conduct:

Users of Emory's library licensed resources may not use those resources for any unethical or illegal purpose. Use of electronic resources is for individuals, non-transferable, and limited to personal, noncommercial purposes, such as research and study. Prohibited uses include, but are not limited to:

- Commercial use and resale of electronic resources, in whole or in part;
- Use that causes the University Libraries to be in violation of a license;
- Systematic downloading using robots, scripts, or other software programs;
- Redistribution of materials beyond what is allowed by copyright and/or the license;
- Archiving substantial portions of databases, entire journal issues, and other excessive use;
- Any infringement of copyright or breach of a license agreement for any type of intellectual property (e.g. software, music, audio/video recordings, photographs, illustrations, documents, media files, e-journals, e-books, databases); or
- Any use that intentionally damages or destroys the confidentiality or integrity of IT resources or disrupts their availability.

The Emory University Libraries determines the permitted users and access points according to the licenses. Some licenses limit access to specific university library building(s) or to particular user group(s) within the university community. Use is not permitted beyond that which is determined by the Libraries.

Network Protection and Monitoring:

Authorized Emory staff may without notice:

- Monitor the use of library licensed electronic resources for the purposes of compliance with this policy, and use of these electronic resources constitutes consent to such monitoring; and
- Take emergency protective actions such as restricting user access rights to Emory IT networks or access to library licensed electronic resources.

Sanctions:

Alleged violations will be pursued according to the affiliation of each individual involved. The Libraries may, at its discretion, suspend access to electronic resources whenever necessary to comply with licenses, with university or library policies, or with any Federal, State, or Local law, rule, order, or ordinance.

Failure to comply with Emory's Library Licensed Electronic Resources Conditions of Use policy may have legal consequences and may result in:

- Suspension or termination of access; and
- Disciplinary actions (up to and including termination of employment) in accordance with applicable university policy.

Definitions

Library Licensed Electronic Resources: Any resource purchased or subscribed by any Emory library in an electronic format, the use of which is governed by a license agreement negotiated by the library and U.S. Copyright Law. Examples include online journals, electronic books, and databases.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/5.22>
- [Policy 5.1 Information Technology Conditions of Use](http://policies.emory.edu/5.1) (<http://policies.emory.edu/5.1>)
- [Policy 5.5 - Emory Network IDs \(NetIDs\) and Password](http://policies.emory.edu/5.5) (<http://policies.emory.edu/5.5>)
- [Copyright Law and Emory Policies](http://web.library.emory.edu/research-learning/scholcomm-datamgmt/law-emory-policies.html)
(<http://web.library.emory.edu/research-learning/scholcomm-datamgmt/law-emory-policies.html>)
- [Ask eJournals Contact form](http://web.library.emory.edu/library-materials/databases-ebooks-ejournals/report-problem.php)
(<http://web.library.emory.edu/library-materials/databases-ebooks-ejournals/report-problem.php>)

Contact Information

Subject	Contact	Phone	Email
Clarification of Policy	Yolanda Cooper	404-727-6861	yolanda.cooper@emory.edu

Revision History

No previous versions of this policy were found.

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.