

## **Electronic Information Resources**

### **Rights and Responsibilities**

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CITY College library provides access to a number of electronic information resources (including databases, electronic journals, electronic books, digital libraries, etc) that further support the learning, teaching and research needs of CITY College students and staff. In order to ensure access to these electronic information resources the Library signs "license agreements" that govern the use of the specific electronic information resources.

**CITY Library users have the responsibility to understand what they are allowed or not allowed to do while using a particular electronic information resource that the Library is subscribed to and to act accordingly.**

#### **Guidelines for Responsible Use**

- Authorised users of the electronic information resources that the Library is subscribed to are the currently enrolled CITY College students and staff (on campus and off-campus).
- Authorised users have the right to use the licensed material for private and for research purposes.
- Authorised users have the right to browse or search the electronic information resources, view the results of their search and to extract a limited amount of material (following copying restrictions) from the specific electronic information resource (by downloading, printing or e-mailing).
- Authorised users do not have the right to systematically extract material from a specific electronic information resource or to extract a substantial amount of material (the whole content of a journal issue, an entire book).
- Authorised users are not permitted to share the licensed material in the electronic information resources with non-authorised users. Specifically, this means that they cannot e-mail or send a copy of an article or other material to a friend or colleague at another institution, or post licensed material on a web site.
- Authorised users do not have the right to alter, modify, delete or make derivatives of the licensed material without permission from the publisher.
- Authorised users do not have the right to use the licensed material for commercial purposes or to engage in such activities that could endanger the publisher's ability to market or sell its product.

- The publishers of the electronic information resource reserve the rights to the licensed material. The publishers may withdraw any component of the electronic information resources at their discretion.

### **Study Packs and Reserves**

The Library's subscription to a particular electronic information resource does not automatically give the right to CITY College Academic staff to include licensed material in a Study pack or to place it on CITY's E-Management system or in print reserves. The Academic staff should contact the Library for further information.

### **Non compliance and violations**

**Non compliance with clauses of License Agreements or violations of Licensed Materials may result in the publishers terminating access to specific electronic information resources for the entire CITY College community. This in turn will result in serious disciplinary action against the offender.**