

# LIBRARY & INFORMATION CENTRE

GUIDELINES FOR FAIR USE OF E.RESOURCES: USAGE POLICY

CBIT Library & Information Centre subscribes to number of e-resources (journals, databases, books etc.) covering the content in full-text, bibliographic, statistical, form. These resources are either subscribed directly or through consortia or aggregators to support teaching, learning, research and other activities at the Institute. Use of each and every resource being made available to CBIT Community is governed by license agreements and copyrights. The terms and conditions for using these resources are clearly spelled out in every license agreement that is signed with each publisher by the Library. These resources are meant to be used by Institute faculty, students, staff and onsite visitors for the purpose of academic and research purpose. So while accessing these resources, users are requested to adhere to the following terms:

## WHAT IS PERMISSIBLE?

- > Viewing, downloading, copying, printing and saving a copy of search results.
- Viewing, downloading, copying, printing and saving individual articles.
- ➤ Using e-resources for scholarly, educational or scientific research, teaching, discussions, as per copyright and other IPR of the publisher.
- > Sending a copy of an article to another authorized user (i.e. Faculty, students or staff) within the Institute.
- Posting the URL of the publisher's version of the article on the Institute, library, class websites (for only Institute's authorized user's access).

### WHAT IS NOT PERMISSIBLE?

- > Use of robots or intelligent agents to do systematic, bulk or automatic downloading
- > Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources
- > Using e-resources for commercial gain (i.e. reselling, redistributing or republishing licensed content)
- > Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards).
- > Posting the publisher's version or PDF of an article to an open class website (If necessary, post the URL to the article which will allow only authorized users access)
- Mounting or distributing any part of the licensed material on any electronic network, including the Internet and the World Wide Web, other than the Secure Network (a network which is only accessible to "authorized users" whose conduct shall be subjected to regulation by the licensee).
- > Copying, manipulating, re-publishing, disseminating, displaying, the content without obtaining prior permission from the copyright holder except in accordance with fair use or licensed agreement.

#### POLICY WHEN AGREED LICENSE TERMS ARE VIOLATED

Publishers regularly track the use of their electronic resources by the subscribing institution. Misuse, if any, is notified to the subscribing institution with details of kinds of violations, and subscribing institution is expected to take immediate action. Many a times, publisher suspends the access to e.resource pending suitable action by subscribing institution. The access may be stopped not only for journals where license agreement was violated but for all journals by the same publisher. Moreover, the access is suspended not only for the individual violator but for the entire institution.

## POLICY ON DENYING ACCESS

If any of our (CBIT) users violates the above mentioned electronic resources usage policy, they would risk having their library access suspended and access to the resource(s) blocked. This is applicable to users of this service at all levels.