

INTERNET AND ELECTRONIC RESOURCES ADMINISTRATIVE GUIDELINES

ACCESS TO ELECTRONIC RESOURCES

Lane Community College
Lane Community College Library
Eugene, Oregon

Electronic Database Searching

LCC Library provides access to many electronic databases as part of its reference services. This policy is intended to provide the fairest and broadest access to these services for our patrons, consistent with efficient use of the resource.

1. LCC Library undertakes to make database searching freely and equally available to all LCC students, staff, and public patrons.
2. Electronic database searching is free of charge to LCC students, staff, and public patrons.
3. Any search for which LCC Library incurs a database searching charge shall be performed by designated Library staff only. Searches which are free or which incur a minimal charge may be performed by the patron.
4. LCC Library may, at the discretion of the Library Director, perform database searching for outside organizations, businesses, and individuals. These patrons must be a resident or based in the LCC service area. LCC Library reserves the right to regulate the volume of such searches and to charge a reasonable fee to recover costs.
5. LCC Library reserves the right to regulate database searching to ensure efficient and economical use of the resource, consistent with the best possible service to students, staff, and public patrons.

Tulane University
Howard-Tilton Memorial Library
New Orleans, Louisiana

Computing Environment

Computers in the first-floor Reference area are equipped with Internet access and the Microsoft Office XP suite (including Word, Excel, Access and Power Point), and are for use by Tulane students, faculty and staff. These computers require a login using a Tulane RS6000 (Webmail) user ID and password. Members of the Tulane community may use these computers for any academic purpose including library research and writing.

In addition, a limited number of computers are available throughout the library for use without a Tulane login. These computers are equipped with a Web browser only, and are intended for academic research purposes such as library catalog and database searching, Internet searching, or brief e-mail.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Guests (Non-Tulane Library Users)

Guests may access the non-login computers for academic research only. Use of library computers by guests for non-academic purposes (i.e., recreation) is expressly prohibited, and guests may be asked to verify that they are using a computer for academic research purposes only. Tulane students, faculty and staff have priority over guests in cases where an insufficient number of computers are available in the library. We reserve the right to limit the amount of time that a guest may occupy a computer; normally this should not exceed two hours per day.

ACCESS TO LIBRARY SUBSCRIPTION DATABASES

Suffolk University
Mildred F. Sawyer Library
Boston, Massachusetts

Alumni Access to Licensed/Subscription Library Databases

Because of copyright licensing agreements with the information vendors, these databases are available only to current students and faculty of the College of Arts and Sciences and the Sawyer School of Management.

Syracuse University
Syracuse University Library
Syracuse, New York

Policy on Access to Licensed Web Resources

Syracuse University, on behalf of its Library, licenses a variety of research materials (databases, electronic journals and books, and other Internet and web-accessible resources) for online access through the Internet and Web. Anyone using a campus library or workstation may access these resources on site. However, only currently enrolled Syracuse University students, faculty, and staff are eligible to access licensed resources from off-campus locations. Access control (authentication) is required and specified in our contracts with the vendors of these resources.

Syracuse University affiliation is maintained and tracked in University systems such as the ID card system and PeopleSoft. Patron records for SU-affiliated users in the Library's online system are derived from University systems and include name, address, SU ID number, status, and an expiration date. The system deployed by the Library to provide authentication for remote access uses the SU ID number as the login ID. For this reason, it is incumbent upon all users to keep this number confidential and to report missing or stolen IDs as soon as possible.

The Library takes seriously its legal responsibility to comply with contracts and abide by current copyright law and is diligent in maintaining its database of eligible users. The Library works closely with other University units to resolve status and classification problems for eligible users. The Library is also contractually obligated to investigate reported misuse of licensed resources. The consequences of willfully breaching contracts could be significant for the University community, including the loss of campus access to library supported research databases. Violators of this policy may be subject to University disciplinary policies, criminal prosecution, and/or be liable for damages to the fullest extent provided by law.

Rockefeller University
Rockefeller University Library
New York, New York

Guidelines for Use of Licensed Electronic Resources

To provide access to electronic resources, the Rockefeller University Library is required to agree to the terms and conditions detailed in the license for each of those resources. As set forth in the Rockefeller University Code of Conduct and the Computing and Electronic Communications Policy, the community's

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responsible use of campus resources, and compliance with applicable laws, regulations and contractual obligations that affect them, is essential to the operation and reputation of the University.

The use of licensed electronic resources is restricted by agreements made with the producers of these materials or any element thereof (collectively “Materials”). Users of electronic resources are subject to the same copyright laws that govern the use of print materials. Use of electronic resources is governed by both U.S. copyright law AND terms and restrictions of the license agreements, as negotiated and accepted by the Rockefeller University Library on behalf of the RU community. Some common restrictions are:

The Materials may be used for scholarly, educational and/or scientific research purposes; any selling, distributing, licensing, or renting of Material for commercial uses is prohibited.

The Materials may be used by or made available to only authorized users. Authorized users are faculty, students, and staff of the Rockefeller University and those who have been allowed access to the library’s computers.

The Materials may not be systematically downloaded, electronically copied, distributed (including, but not limited to, mounting any part of the Materials on any electronic network, bulletin board, Web sites), or archived. Only a reasonable number of records, articles or chapters may be downloaded for personal use in the conduct of the Authorized user’s research. Use of web crawlers, robots, or any other software packages or systematic searching tools or programs is forbidden.

The proprietary and/or copyright notices, author attribution or disclaimers on the Materials may not be deleted or modified.

Users are expected to comply with terms and conditions of site licenses, and any copyright infringement or misuse of the electronic materials may result in the termination of access to those materials for the entire RU community.

Complete text of the U.S. Copyright Law is available at: www.copyright.gov/title17/

If you have any questions regarding e-resources licenses or restrictions please contact [staff info].

University of Iowa
University of Iowa Libraries
Iowa City, Iowa

Access to Commercial Databases by People Not Affiliated with the University

The University of Iowa Libraries provides access to not only the UI Libraries online catalog, but to many other online and electronic resources as well. Most of these resources—bibliographic and/or full text databases—are commercial products for which the UI enters into a licensing agreement with the business provider. This license agreement, for which the Libraries pays a fee, permits access to the commercial product for students, faculty, and staff of the

University of Iowa and, for some resources, to onsite users of a campus library. Therefore, the UI Libraries is not legally able to provide access to alumni, independent scholars, contributors or Iowa citizens where a commercial product has a license agreement that restricts access to specific authorized users, or to those who are physically in a campus library. It is important for alumni and others with ties to the University to understand that we are unable to provide open access to these commercial products that are produced and licensed to many markets (e.g., health care professionals, businesses, other academic institutions, etc.) for a profit. Everything that is on the Internet is definitely not free and those electronic resources that have greatest value to a research institution are often very costly.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

University at Buffalo
University at Buffalo Libraries
Buffalo, New York

Electronic Resources Access and Restrictions

Access to electronic journals and article databases is available both in-library and from off-campus locations for UB faculty, staff and currently registered UB students. Guests and alumni may access electronic resources by applying for a courtesy Workstation Access Card or a Guest Borrower Library Card. Due to licensing restrictions, guests and alumni are limited to in-library access to electronic resources. Additional information can be found at the University Libraries Policy for Use of Online Information.

GOALS AND OBJECTIVES OF WEB SITES

Golden Gate University
Golden Gate University Library
San Francisco, California

Goals and Objectives—GGU University Library Web Site

Through the GGU University Library web site and other GGU programs and services, the University Library staff strive to provide research and information support for the GGU University community, including faculty, students, staff, and alumni. Please let us know your suggestions for how we can better address your needs.

Goal of the GGU University Library web site is to provide faculty, students, staff, alumni, and other users with starting points and search strategies they can use effectively even as the universe of information resources continues to evolve. GGU University library staff see the web site as a teaching tool to help faculty and students at all GGU campuses develop search strategies that will take advantage of the wealth of resources available in many formats. We work closely with faculty to develop research strategy guides and web sites to support their courses. We want to help our students learn to research effectively, evaluate information astutely, and document their sources clearly, as we use the web site to further the mission of the University Library.

The GGU University Library web site draws on the work of many here in the University, and tries to tap the wealth of resources created by others for Internet researching. We have high ideals, but a limited staff, and a pragmatic approach. We are learning as we go. We want to make the site as useful as possible, while we learn. We have begun with some macro links to great directories such as the Virtual Library and the Social Science Information Gateway. We are also putting in specific links so students and faculty can go quickly to resources they want. We are less concerned at this point with hierarchical relationships and exhaustive listings than with providing research strategies and starting points that will help users navigate the ever changing universe of information resources. We rejoice in the opportunity to be redundant, referring to sites as often and in as many places as we think may be useful.

Library staff monitor professional conferences and current alert services such as Scout Report, Librarian's Index to the Internet, New at Yahoo, etc. for resources that may be of use to students, faculty, and staff at GGU, and to the larger academic and business community. Librarians welcome the opportunity to work with faculty, identifying resources for their courses. Work with students, staff, and other web site users also leads to great discoveries.

As we go, we hope to find better ways to organize and format individual pages, and we especially want to integrate in guides to print sources in a way that does not discourage our clientele but rather encourages them to take full advantage of the broad spectrum of resources available. What else should we strive for, and how can we best achieve our goals? Send your suggestions to the Eclectic Strategist. She needs all the help she can get!

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Library Web Development outlines GGU University Library's current process of reviewing and revising goals, objectives, structure, content, design, style, procedures and maintenance. What follows is a description of the early development of this web site.

While teaching Internet search strategies workshops and working with faculty and students in classes or at the Reference Desk, I noticed that many were "skimming the Net" using search engines to search web sites, but were not pulling up some of the deeper, richer resources on the Web. I heard one faculty member exclaim "there must be a better way to search than web search engines!" Actually, there are many ways. But how do we make those ways easy to use for faculty and students? And how do we make the non-Internet resources that are still essential to research easy to access, as well?

I also heard complaints from students and faculty such as "I have to click and click on one page after another before getting to content."

In developing the GGU University Library Web Site, we are trying to address the challenges and frustrations faculty and students have, and also make some of the deeper resources of the Internet—and other formats—easily available.

Georgia State University
Georgia State University Library
Atlanta, Georgia

Purpose: The purpose of the The University Library Web site is to support the Mission of The University Library by providing Web services that support the teaching, learning, research, service, and informational needs of the Georgia State University community. The University Library Web site supports this purpose by:

- Providing electronic access to library resources, selected web sites, librarian-produced content, and other appropriate information

- Providing electronic access to library services that support remote users, specifically through Web applications and forms that provide interactive, transactional, or communication capabilities

- Providing intellectual access by serving as an instruction and learning tool

- Promoting the full and effective use of library services and resources

- Providing information about services, resources, policies, and activities of The University Library.

Compliance: The University Library Web site is an official publication of the organization. All Web pages contribute to the organizational "voice" of our institution and reflect on our institution's professionalism and credibility. Anyone publishing, editing, or contributing content to the Web site must follow this Policy and the associated Web Development Standards and Procedure Manual. Any page(s) not in compliance will be removed from the site per the procedures found in the Web Development Standards and Procedure Manual.

Design, Development, and Content Policies: To support the highest standards of academic library Web development, it is the policy of those that create and maintain the library Web site to:

- Provide well designed Web page interfaces, navigation menus, and pages that download and work effectively for user Web devices

- Provide Web content that is current, accurate, and has link integrity. Content created should be minimal in its use of academic, library, or technical jargon, but not unnecessarily over-simplified. All content should have identifiable authors, editors, or contributors embedded in the page to establish credibility and a contact point for the content in question

- Provide a Web presence that supports current development and protocol standards from W3C and is compliant with Priority 1 and 2 levels of the W3C Check-list. This practice will bring us in compliance with Section 508 (www.section508.gov)

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Provide a Web presence that displays on the most commonly used Web browsers and display resolutions and degrades gracefully on older browsers

Provide Web services designed around usability studies and evidence-based research to ensure that our Web presence is user-centric

Provide Web content contributors and authors with standards, procedures, and guidance through the availability of a Web Development Standards and Procedure Manual

Provide Web content contributors and authors with development support and training which incorporates the Web Development Standards and Procedure Manual

Provide a Web presence that complies with organizational standards and technical specifications by vesting oversight and management of the Web Development Standards and Procedure Manual in the Technology Planning Committee

Provide those who create and maintain the library Web site with the means to petition for changes to the Web Development Standards and Procedure Manual through the Technology Planning Committee.

Use of Images on the Library Web Site: All images used in the library Web site that are not created or owned by Georgia State University (GSU) Library or Georgia State University are believed to be in the public domain. Any image that is not in the public domain, created by GSU Library or GSU, or that has not been cleared with permission for use on the site will be removed immediately.

All images not created or owned by GSU Library or GSU that are used in library pages must either be in the public domain or used with the written permission of the copyright holder. Each image must be properly cited and include information such as where it was obtained, its copyright status, and any permission obtained regarding its use. If the author cannot verify that an image is in the public domain or get permission from the copyright holder, then that image cannot be used on the library Web site.

The use of images and graphics taken randomly from the Internet is not within fair use guidelines, and as such is an infringement of copyright, are not lawfully acquired, and do not fit within the limited distribution guidelines required for fair use.

Florida International University
Florida International University Libraries
Miami, Florida

The purpose of Internet/World Wide Web access in the FIU Libraries is to make available Internet resources that will support and enhance the educational, instructional, and research activities of the University Community on and off campus.

The University Libraries seek to protect First Amendment Rights, including freedom of access to information, for users; also, the individual right to privacy. However, those using the Internet must be sensitive to the fact that workstations are in public areas and screen images may be viewed by others. Also, electronic media do not afford privacy in communication, especially with respect to agencies other than the library indispensable for electronic communication.

FIU library staff offer assistance and instruction in the use of the Internet as a research and information resource. They do not censor access or protect patrons from information that they may find offensive.

As with other library resources, parents, legal guardians, or care providers are responsible for their children's use of the Internet and for intentional or inadvertent viewing or reading of other patrons' screens by accompanying children.

Materials obtained or copied on the Internet may be subject to copyright laws that govern making reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use." Patrons are responsible for compliance with all international, national, and state laws governing copyrighted materials.

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Under no circumstances will the FIU Libraries have any liability for lost profits or for any direct or indirect special, punitive, or consequential damages, or any liability to any third party (even if the Libraries are advised of the possibility of such danger) arising from use of its connection to the Internet.

Consistent with the above, the FIU Libraries adhere to the ALA Library Bill of Rights. Internet users should, however, be aware of applicable University regulations governing display of sexually suggestive materials in the workplace as well as in public areas of the library and be reminded, once again, that the purpose of providing Internet access is to further the instruction and research mission of the University and those who comprise its community.

DISCLAIMER FOR LIBRARY INTERNET SITE

University of California Berkeley
University of California Berkeley Libraries
Berkeley, California

Disclaimer

Library websites developed by staff include selected links to Internet sites. Choosing to link to a website does not imply editorial or other control over linked-to websites and is not an endorsement of the website. The Library cannot warrant that its website, the server(s) that make it available, or any links from its site to other websites are free of viruses or other harmful components.

University of Alaska Anchorage
Alaska Pacific University
Consortium Library
Anchorage, Alaska

Disclaimer

The Internet, a global electronic network with a highly diverse user population, is one resource available through the Consortium Library. The Library does not monitor and has no control over information accessed through the Internet and cannot be held responsible for its content. Not all sources on the Internet provide accurate, complete, or current information. Users need to be good information consumers, questioning the validity of the information found. Comments on the contents of any Web page should be directed to the appropriate page authors.

The Consortium Library upholds the principle of the Freedom to read and adheres to the Library Bill of Rights. The Library is committed to providing an atmosphere that promotes learning, research, and intellectual freedom; encourages access to knowledge; challenges censorship; and allows sharing of information.

USE OF LIBRARY SUBSCRIPTION DATABASES

University of Alaska Anchorage
Alaska Pacific University
Consortium Library
Anchorage, Alaska

Database Restrictions

Many of the databases accessible through the Consortium Library are governed by subscription and license agreements to which the Library and its users are legally bound. These agreements identify who may use the databases, for what purposes they may be used, what uses are prohibited, what copyright restrictions may apply, and what the vendors are not responsible for. The following briefly summarizes the main points governing database use. Please be aware that by using any of the databases you agree to abide by these conditions.

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Anyone may access the Library's databases from within the Library itself. For information on who is authorized to connect to which databases by remote access, go to the Database listing page for information on each database.

In general, authorized users may:

- Use the databases for educational, research, scholarly, and/or personal purposes.

- Search the databases, as well as retrieve, display, download, and print results.

- Make one copy of any search output in electronic form to be used for editing or temporary storage only.

- Make a limited number of hard copies of any search output that does not contain a significant portion of a database.

- Download, email to self, and/or print single copies of individual works.

Users may not :

- Use the databases for commercial purposes.

- Use the databases in any way to offend or harass others.

- Perform mass mailings of full-text articles or other search results.

- Post full-text articles or other search results to websites or listservs.

Users have the responsibility to :

- Abide by copyright laws.

- Cite the source where they obtained the material.

Be aware that if the databases contain abstracts, they should consult the full-text material (the actual article or document) before reaching or suggesting conclusions.

Please note that neither the Library nor the database suppliers guarantee the authority, accuracy, or comprehensiveness of the information.