# Polasaí agus Nósanna Imeachta/Policies and Procedures

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| **Code** | QA805 |
| **Title** | E-Resources Usage Policy |
| **Policy Owner** | E-Resources Librarian |
| **Date** | 7 March 2025 |
| **Approved By** | Library Strategy Committee |

1. **Purpose**

The purpose of this policy is to ensure that all users of the University of Galway Library’s electronic resources comply with the terms and conditions of the license agreements governing these resources. This policy aims to protect the library's access to these resources by preventing misuse and ensuring that use is limited to authorised purposes.

# Description

Increasingly the scholarly information resources that the library makes available to you are provided online as e-resources, e.g., 400,000 e-books and 100,000 e-journals through many databases. These resources are acquired under agreed license conditions agreed between the University of Galway and the publisher. These licenses clearly state the conditions and responsibilities University of Galway users agree to while accessing content in these resources. This policy applies to all electronic resources provided by the library, including databases, e-journals, e-books, and other digital materials. It covers all users, including students, faculty, staff, and any other authorised individuals accessing these resources.

* 1. **Authorised Users**
* Definition: Authorised users are current staff, students and faculty of University of Galway and other people with an official current, registered affiliation with University of Galway (e.g. contractors, etc), as well as Library walk-in users accessing resources from designated Library terminals
* Access: Authorised users may access electronic resources for academic research, teaching, and personal educational purposes.
	1. **Permitted Uses**

**It is acceptable for authorised users only to use electronic resources for:**

* **Access and Browsing**: Users may access, browse, and search electronic resources.
* **Downloading and Printing**: Users may download or print limited portions of content for academic purposes. This typically includes single copies of articles or chapters.
* **Sharing**: Users may share content within their institution for academic purposes, but sharing with external parties is generally prohibited.
* **Citation and Quotation**: Users may quote or reproduce limited portions of content for academic purposes, with proper citation.

2.2 **Prohibited Uses**

* **Commercial Use**: Use of electronic resources for commercial purposes is strictly prohibited.
* **Systematic Downloading**: Downloading or printing substantial portions of content, such as entire journal issues or books, is not allowed.
* **Unauthorized Distribution**: Distributing content to unauthorised parties, including via email or posting on websites, is prohibited.
* **Automated Access**: Using robots, spiders, or other automated tools to access or download content is not permitted.
* **Unauthorized Access**: Providing access to electronic resources to individuals outside the authorised user group is prohibited.
* **Downloading/Posting of licensed content on another server:** Even if for use in secure sites such as campus VLEs. In general, it is required to create a link in a course module that points back to the original publisher/vendor website.

You are encouraged to look for the "Terms of Use" link (or similar) found in many resources for more specific information regarding standard Fair Usage guidelines of e-resources. You should also familiarise yourself with the [**University of Galway ICT Regulations**](http://www.nuigalway.ie/information-solutions-services/ictpolicies/).

**Consequences of Misuse**

Misuse of electronic resources may result in a breach of license agreements, leading to suspension of access for all users. Publishers and vendors monitor usage and may notify the library of excessive or unauthorized activity. User accounts found to be engaging in misuse and breach of this policy may be subject to account suspension and disciplinary procedures for the account owner.

**Monitoring and Enforcement**

* The library will monitor access to electronic resources to detect and prevent misuse through account suspension and disciplinary procedures.
* Users are responsible for complying with this policy and the specific terms of each resource's license agreement.

**Changes to Policy**

This policy may be updated as necessary to reflect changes in licensing agreements or institutional policies.

**Acknowledgement**

By accessing and using the University of Galway library's electronic resources, users acknowledge that they have read, understood, and will comply with this policy and the terms of the relevant license agreements.

[**Click here**](https://search.library.nuigalway.ie/primo-explore/login?vid=353GAL_VUJ) to sign into your Campus Account.

# Responsibilities

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| **Name** | **Responsibility** |
| E-Resources Librarian | Policy Owner |

1. **Related Documentation**

[**QA433 ICT Regulations**](https://www.universityofgalway.ie/information-solutions-services/ictpolicies/ictregulations/)