



Code: QA805
Title: E-Resources Usage Policy
Date: 17/06/2020

1.0 Purpose

To outline clearly and concisely the permitted and forbidden usage conditions of scholarly resources that the University of Galway subscribes to via the Library.

2.0 Description

Increasingly the scholarly information resources that the Library makes available to the University of Galway community are provided online as e-resources, e.g. 350,000 e-books and 80,000 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 outlines these conditions for usage.

2.1 Application

This policy applies to all staff, researchers, students, and contractors in the University of Galway.

2.2 Procedures

2.2.1 Permitted Uses

As a current member of the University of Galway staff (academic/professional/support services) or student body, it is generally acceptable to:

- Use the Library's subscribed e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes
- Make a limited number of electronic copies of material for personal non-commercial use
- Share single copies of articles with other individual current University of Galway staff and students
- Link to specific content hosted on the publisher's/vendor's site

2.2.2 Prohibited Uses

It is not acceptable to:

- Download large amounts of material in a systematic manner (e.g., entire books or journal issues, or large-scale downloading from e-resources to create a body of data somewhere else)



- To use robots, spiders or intelligent agents to access, search and/or systematically download from these resources
- Use content from e-resources for commercial purposes, re-publish, redistribute or alter content
- Remove, alter or obscure the copyright notice
- In any way make content from e-resources available to non- University of Galway current users, for example:
 - by posting fulltext content online on any website, listserv, mailing list, etc.
 - by forwarding via email or storage device any fulltext material contained in an e-resource.
 - by sharing your Campus Account login credentials to allow others to login with the potential of accessing the Library's subscribed e-resources
- Use e-resource content for other purposes that violate University of Galway guidelines
- Many licenses prohibit the downloading and posting of licensed content on another server, even if for use in secure sites like BlackBoard. In general, it is required to create a link in a course module that points back to the original publisher/vendor website

3.0 Responsibilities

Name	Responsibility
Ronán Kennedy	Policy Owner
Library	Manage the administration and licensing of subscribed resources, ensuring University of Galway's responsibilities are adhered to.

4.0 Contacts

Ronán Kennedy	E-Resources Librarian	ext. 5067	ronan.kennedy@universityofgalway.ie
----------------------	-----------------------	-----------	--