

Joyner Library Procedure Manual

200.90

Subject: Electronic Resources

Title: Electronic Resources Use Guidelines

Operational Procedure - Date Adopted by the Library Services Faculty: May 5, 2005

Administrative Procedure – Date Issued by Administration:

Date Revised: March 3, 2011

To provide access to subscription databases and electronic journals, ECU Libraries are required to sign licenses agreeing to certain terms and conditions regarding the use of the information or data. The guidelines below provide a general outline of acceptable and non-acceptable uses of our electronic resources. Many publishers are aware of the technological potential for violating license restrictions and may monitor the use of their products to ensure that the terms of the agreement are being followed. If these restrictions are violated, the provider may terminate access to the database or journal to the entire University.

Authorized users are:

- Currently enrolled full or part-time ECU students
- ECU faculty (full or part-time)
- ECU staff (full or part-time)
- Walk-in library users, while in the building
- Area healthcare providers and Pitt County Memorial Hospital employees (limited to some health-related resources)

Off campus/remote use is:

- Available for most Web-based electronic resources
- Available to ECU students, faculty, and staff with current ECU e-mail accounts through the ECU Libraries' proxy server
- Available to area healthcare providers through the AHEC Digital Library (limited to some health-related resources)
- Available to Pitt County Memorial Hospital employees through the PCMH Intranet (limited to some health-related resources)
- Not available to users with Area Resident, Alumni, Friends of the Library, or Educator cards

Acceptable uses generally include the ability to:

- Browse, search, retrieve, and view content.
- Print one copy of an article for personal use (scholarly, educational, or non-commercial research)
- Download one copy of an article for personal use (scholarly, educational, or non-commercial research)
- Send one copy of an article to an authorized user
- Use brief quotations from the content with the customary acknowledgement of the source

Prohibited uses include:

- Systematic copying or downloading (e.g., downloading/printing/copying all the articles in a journal issue)
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- Making licensed material available through an unsecured Internet server
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