INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR LIBRARY

POLICY GUIDELINES FOR USING LIBRARY E-RESOURCES

The Library at IIT Gandhinagar subscribes to number of core e-resources (journals, databases, books etc.) covering the content in full-text, bibliographic, statistical, video form. These resources are either subscribed directly or through national consortia or aggregators or through Institutional membership to support teaching, learning, research and other activities at the Institute. Use of each resource being made available to IITGN Community is governed by the license agreements and copyrights to which Library is signatory. 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 only by the authorised/registered users *viz.* Institute administrators, faculty, researchers, students, staff and others directly associated and onsite visitors for the purpose of academic and research purpose. Therefore, while accessing these resources, users are requested to adhere to the following policy guidelines. **We request our users to take these guidelines seriously and any violation of the same will be reported to the *relevant* Institute authorities for *appropriate* action.**

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, private study and clinical purposes as per the copyright and other Intellectual Property Rights of the author/publisher.
- Sending a copy of an article to another authorized user (i.e. Faculty, students or staff) within the Institute for academic and research work.
- 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).

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- 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, and 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

All Publishers regularly track the access to their subscribed electronic resources by our Institute. Misuse, if any, is notified to the Institute/ Librarian with details of kinds of violations. As subscriber and having signed license agreements with every publisher, Institute/ Library are expected to take immediate action. Many a times, publisher suspends the access to e-resource pending suitable action by the Institute/Library. 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.

On and Off-Campus Access

Access to most of the e-resources subscribed and licensed by the Library is provided through the Library's computers and from other computers connected with our Institute network on the campus.

Off-campus/Remote access to the Library's electronic resources is also available for authorized users as defined in the license agreements and permitted by the respective publisher. Such access requires you to log-in using your IITGN assigned login ID and password. This log-in validates that the off-campus user is a part of the licensed user group of the IIT Gandhinagar community. More details are given here.

Policy on Denying Access/Serious Action

If any of our (IITGN) 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. Please note that on receipt of a complaint from the publisher, usually the Library & IT Services track down the user/ IP address committing such violations. **Also, such incidents will be viewed seriously and when noticed it will be reported to *relevant* Institute authorities for *appropriate* action.**

Prepared by the Library
18th Jan, 2017