

LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Licensed Electronic Resources Use Policy	Page 1 of 2
Policy Number: LIB-ACCESS-101	Supersedes:
Effective Date: November 1, 2015	Previously Issued: August 1, 2009

**1. Statement of Policy:**

1.1. The William H. Hannon Library purchases and licenses electronic resources to support the instructional and research activities of LMU students, faculty, and staff. These resources are purchased or leased by the library either directly or through consortia and are governed by license and contract agreements.

1.2. Each license or contract contains strict guidelines regarding the use of the resources. This policy is intended to provide common guidelines and restrictions for electronic resource use, but given the case-by-case basis of the library's licensing agreements, is not a comprehensive list of possible rights and restrictions for the use of the library's licensed electronic resources.

1.3. Acquisitions & Collection Development is responsible for this policy.

**2. Definitions:**

2.1. Electronic resources include electronic journals, electronic books, online media, and database content.

2.2. Authorized users generally include the following types:

2.1.1. Employees, faculty, students, staff, and patrons currently affiliated with LMU.

2.1.2. Walk-in patrons who access resources on computers physically located on the LMU campus.

2.1.3. Remote users affiliated with the institution using secure access procedures established by the institution.

2.3. The Secure Network is a network which is only accessible to authorized users whose conduct is subject to regulation by the licensee.

**3. Policies/Procedures:**

3.1. Use of the resources should be for the purposes of private research or study only.

- 3.1.1 LMU generally licenses resources for broad academic use, which allows for classroom use and through university course management systems.
- 3.2. Alteration, abridgement, adaptation, or modification of the licensed material is prohibited.
- 3.3. Authorized users may download or print single copies of documents from the resources for their own non-commercial use, provided the user maintains all copyright and other notices contained in such material.
- 3.4. Systematic or programmatic downloading is prohibited. This includes the use of automated “robots” or otherwise downloading or attempting to download large amounts of subscribed content in a short amount of time.
- 3.5. Systematic making of print or electronic copies for distribution to non-subscribers or non-subscribing institutions is prohibited.
- 3.6. Authorized users may not use any of the licensed material for commercial purposes.
- 3.7. Mounting or distributing any part of the licensed material on an electronic network other than the Secure Network, including the internet, is prohibited.
- 3.8. Violators of electronic resource licensing agreements/contracts will have their library access suspended and may be subject to other campus or civil disciplinary measures.