**Guidelines relating the responsible use of electronic resources made available by the library**

UCC’s library has entered into license agreements with a variety of publishers and suppliers to provide its students and staff with access to hundreds of electronic resources (online databases, indexes, e-journals, etc) to support their teaching, learning, and research activities.

These license agreements restrict access to authorised users: generally, students and staff members of UCC. They also set out the definitions of acceptable and non-acceptable uses. These license conditions for authorised users are usually reproduced on the website of the electronic resource under headings such “Terms & Conditions, “Acceptable Use”, “Conditions of Use” etc.

It is the responsibility of all UCC’s authorised users to ensure electronic resources made available to them by the library are used in a responsible manner in accordance with the UCC’s Acceptable Usage Policy [www.ucc.ie/en/SupportandAdministration/PoliciesandProcedures/ITSystems/ApprovedPolicies/AcceptableUsePolicy](http://www.ucc.ie/en/SupportandAdministration/PoliciesandProcedures/ITSystems/ApprovedPolicies/AcceptableUsePolicy) which includes ensuring they do not breach the license conditions for an electronic resource. The license conditions vary from publisher to publisher, but a few general principles which all authorised users in UCC are asked to observe are as follows:

In general, authorised users are permitted to:

- Search and retrieve items; and
- Print and/or download individual items for personal use (teaching, learning and research).

In most instances, authorised users are **forbidden** from doing the following:

- Excessive downloading (see below) and/or downloading substantial parts of a database or the entire contents of a publication (this would include an entire journal issue);
- Multiple copying of items that have been printed out or downloaded;
- Distributing copies of electronic resources;
- Removing any proprietary marking or copyright statement from copy made; and
- Using electronic resources for commercial purposes.

**Excessive Downloading**

As mentioned above, almost all of the license agreements for electronic resources which UCC has entered into include a clause that authorised users (in this case, all UCC staff and students) may not engage in “systematic” or “excessive“ downloading from the electronic resource.

This would include:

- Rapidly downloading one article after another from the same source;
- Continuously downloading table of contents, search results, citations or abstracts;
- Downloading entire issues or volumes of an e-journal/book/multimedia resource; and
- Using robots, spiders, or other computerised programmes to download electronic resources.
Other actions that would breach the license agreements include:

- Sharing passwords with unauthorised users;
- Redistributing materials from online resources to unauthorised users;
- Posting information retrieved or downloaded from online resources to a listserv, on a website, or to an e-mail list;
- Reselling, redistributing or reproduction of any text, output, search results etc. in any form or medium; and
- Redistribution of materials to non-subscribers or to non-subscribing institutions.

**Consequences of irresponsible use of electronic resources**

If a breach of a license condition for an electronic resource is observed, this may result in the loss of access to a given resource for the user and/or the entire University as once a publisher/resource provider is aware of any breach of the licence conditions, especially excessive downloading, they can withdraw access with no refunds or credits been given for the time without access.

Irresponsible use of electronic resources made available by the library (which includes a failure to follow these guidelines) may also result in suspension of library borrowing and access rights and/or disciplinary action up to and including expulsion in the case of students and dismissal in the case of staff in accordance with the UCC’s disciplinary procedures for staff and students.

*If you have any questions or concerns about your intended use of the electronic resources available through UCC’s Library, please contact the E-Resources Librarian at a.wilcox@ucc.ie*