

MARY AND JOHN GRAY LIBRARY

MANUAL OF POLICIES AND PROCEDURES

I. POLICY: LIBRARY DATABASE ACCESS POLICY

GENERAL EXPLANATION OF COPYRIGHT

The Mary and John Gray Library subscribes to digital journals, digital books, and other databases primarily for current faculty, students, and staff and, in some cases, on-site visitors. Access to and use of electronic resources is governed by copyright laws and individual license agreements and other legally binding contracts, such as Terms of Use. All individual users must comply with publishers' License Agreements and Terms of Use for the applicable electronic resource. It is the responsibility of individual users to ensure that use of electronic resources does not breach the terms and conditions specified in the license agreements.

PRIVACY

Users have no explicit or implicit expectation of privacy. Any or all uses and files may be intercepted, monitored, recorded, copied, audited, inspected and disclosed to authorized university and law enforcement personnel. By using these resources, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure.

USER ACCESS TO LIBRARY DATABASES

Authorized users have full access to all library licensed databases.

Courtesy users (as defined in this policy) and the general public that are valid Texas residents may access TexShare resources, government documents, and a subset of our licensed databases while on library premises.

Alumni are considered members of the general public and do not have offsite access to licensed databases due to contractual agreements with the resource vendors.

Researchers working with or for the university may be granted access for the duration of their work by requesting a special login through the head of the department with which the researcher is working.

FEDERAL DEPOSITORY LIBRARY MATERIALS

The Mary and John Gray Library offers the general public free access to materials obtained through the Federal Depository Library Program (FDLP). As a participant in FDLP, the Mary and John Gray Library follows the principle of free access governing use of depository materials as provided for in the Depository Library Act of 1962 and as stated in Chapter 19 of Title 44, United States Code.

Courtesy and general public users may access online FDLP information after obtaining login information from the Circulation Department. If downloading is required, users must provide their own storage media.

Research assistance for public users of FDLP information is equal to such services offered to other users and for other information.

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CONSEQUENCES OF MISUSE OF LIBRARY DATABASES

Unauthorized or improper use of the electronic resources licensed by the Mary and John Gray Library may result in administrative disciplinary action and civil and criminal penalties. By continuing to use these resources you indicate your awareness of and consent to these terms and conditions of use.

ACCEPTABLE USE V. UNACCEPTABLE USE

Acceptable Use	Unacceptable Use
Using digital resources for scholarly, educational, or scientific research, teaching, and private study.	Using digital resources for commercial gain (i.e. reselling, redistributing, or republishing licensed content)
Viewing, downloading, copying, printing, and saving a copy of search results and/or individual articles.	Systematic downloading or printing of entire journal issues or volumes, or large portions of other digital resources.
Posting the URL to the publisher's version of the article on a class or faculty website (i.e. publisher links will only allow authorized user access).	Transmitting, disseminating, or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards).
Authorized user sending a copy of an article to another authorized user (i.e. current faculty, students, or staff).	Posting the publisher's version or PDF to an open class or faculty website (i.e. a site that is not password protected).
	Use of robots or intelligent agents to do systematic, bulk, or automatic downloading.

NON-COMMERCIAL USE

As an authorized user, it is your responsibility to use the Library's licensed digital resources only for individual, non-commercial use. Use is strictly limited to internal research or educational purposes.

II. PURPOSE AND SCOPE

The Mary and John Gray Library databases provide access to domestic and international academic resources to support Lamar University (LU) and Lamar Institute of Technology's (LIT) teaching, learning, and research initiatives. The Library Database Access Policy provides guidelines for user access and appropriate use of library databases. This policy is applicable to all users, as defined under user categories, using or desiring to use Mary and John Gray Library databases.

III. DEFINITIONS

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A. Authorized Users:

Students, Faculty and Staff—Students are defined as being enrolled in LU or LIT for the current semester and have a valid Lamar Electronic Account (LEA) or LIT account. Faculty and Staff are defined as being currently employed by LU and LIT have a valid LEA or LIT account.

Distinguished Emeritus Retired Faculty—Faculty who have been deemed by the university president as *Distinguished Associate Professor Emeritus* or *Distinguished Professor Emeritus*.

B. Courtesy Users:

Courtesy users are defined as retired faculty, including those with Emeritus status (not Distinguished Emeritus), retired staff, alumni of Lamar University, Friends of the Mary and John Gray Library, or valid Texas residents.

C. General Public

The general public is defined as non-affiliated with Lamar University/Lamar Institute Technology.

IV. POLICY ROLES AND RESPONSIBILITIES

A. Roles and Responsibilities:

1. Library personnel will not oversee every transaction, but they can address instances of misuse.
2. Library personnel are responsible for adhering to Library Database Access Policy.
3. The users are responsible for adhering to Library Database Access Policy.

V. PROCEDURES

- A. The policy must be reviewed by the Dean's Administrative Group and approved by the Dean.

VI. ADDITIONAL SECTION(S)

- A. N/A

VII. REFERENCES

A. List Texas Universities

1. Sam Houston State University
https://www.shsu.edu/intranet/policies/information_technology_policies/documents/IT-03AcceptableUse.pdf
2. Stephen F. Austin State University
<https://www.sfasu.edu/policies/14.2-acceptable-use-of-information-technology-resources.pdf>
3. Texas A&M University <https://library.tamu.edu/about/index.html>
4. University of California Berkeley Library <https://www.lib.berkeley.edu/about/conditions-of-use-for-electronic-resources>
5. University of Houston Libraries <https://libraries.uh.edu/policies/terms-use-electronic-resources/>

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6. University of North Texas <https://library.unt.edu/services/on-off-campus-access/>
<https://library.unt.edu/services/for-community-visitors/>
7. University of Texas <https://www.lib.utexas.edu/about/policies/federal-depository-library-materials-access-policy>
8. University of Texas Arlington <https://libraries.uta.edu/node/1515>

VIII. REVIEW AND RESPONSIBILITY

Responsibility Parties: Reference and Technical Services; Reviewed by Dean’s Administrative Group

Review Schedule: Every 3 year(s) on or before August 1 .

[# of year(s)]

[Month & Day]

IX. APPROVAL

/Signed/	7-13-2021
DEAN’S SIGNATURE	DATE
Arne J. Almquist, Ph.D.	Dean of the Library
PRINT NAME	TITLE

REVISION LOG

REVISION NUMBER	DATE	DESCRIPTION OF ALL CHANGES
1	06/11/2021	Initial version created.
	06/22/2021	Initial version approved by the Library Dean.
2	06/28/2021	Policy was revised to add responsibilities and references.
3	07/13/2021	Policy was approved by the Dean

[*Date format is month/day/year]

APPENDICES

N/A