**ALL INDIA INSTITUTE OF SPEECH AND HEARING: MSYORE-06**

**Library and Information Centre**

ELECRONIC INFORMATION RESOURCE USAGE POLICY, GUIDELINES AND PROCEDURES

**General**

1. The L&IC recognizes the importance of digital information resources and offers an extensive array of digital resources that support education, research clinical care pertaining to communication disorders.
2. We also recognizes that the scholarly community of the Institute uses, and in most cases relies solely on scholarly literature in digital format and hence committed to delivering digital content to the community both on and off campus through its web portal at [www.aiish.ac.in](http://www.aiish.ac.in).
3. The LIC is committed to employ the latest ICT gadgets for the timely and effective dissemination of information resources to the member community.
4. The reporting capabilities of the library’s integrated library management system are used to collect various statistics such as user visits, books issued which contribute to the whole picture of library use, and feed into library management and planning.
5. The LIC has its own web portal maintained by a private firm by means of annual maintenance contract. All the electronic information sources and services of the LIC are provided through the web portal at [www.aiish.ac.in](http://www.aiish.ac.in)
6. The electronic resource management of the LIC is carried out by appropriately qualified and/or experienced staff.
7. Appropriate data backup procedures are followed for preventing valuable data pertaining to the LIC.

**Copyright and License Agreement**

1. Users should observe applicable intellectual property laws, including copyright laws.
2. Access, use, and reproduction of most electronic resources available through the LIC web portal are governed by license agreements between the Institute & publishers. The LIC patrons must comply with agreement terms. The following are not permitted as per the agreement terms.
3. Use the resources for commercial purposes
4. Facilitate unauthorized access by others ( such as sharing user name and password)
5. Systematically download large amounts of information (e.g. download all articles in a journal issue; engage in large-scale downloading from licensed resources).
6. Sell or distribute articles to individuals, institutions, or organizations.
7. Post or upload copies of published articles on social media sites or any other sites.
8. Any systematic or substantial reproduction of the information provided in the database or electronic journal.
9. Any distribution of the information contents of the electronic resources.
10. Removing, modifying, or obscuring copyright notices or other notices and disclaimers.
11. Any alteration, modification, or repackaging of the information contents in the database or electronic journal, including creating a searchable archive.
12. The following are generally permitted as per the agreement terms.
13. Use for non-commercial, educational, or personal research purposes
14. making limited printed or electronic copies
15. sharing with AIISH students, faculty, and staff

1. Users should be aware that publishers monitor use levels of electronic resources to verify compliance with licensing agreements. Breach of license by a single user may enable the publisher to suspend the Institute’s access without warning.
2. The fine for such extra download, if any, charged by the publisher will be levied from the concerned users.
3. The patrons should not facilitate use or access by non-authorized users, including sharing NLIST and Turnitin passwords or other login information with anyone.
4. If a member suspects that his /her password has been compromised, it must get it changed immediately with the staff of LIC.
5. The use of portable computers is permitted in the Library provided that they are quiet in operation. Users of such equipment may be required to to stop using if it constitutes a distraction to other readers.

**Use of Open Source Software**

1. The LIC is committed to make use of as many as open source software for information resource management and services. The open source software currently being used include Open Biblio and i-talk.

**Usage Monitoring**

1. Using the check in check out module of the Integrated Library Management System the entry, time spent in the library and exits are recorded.
2. The web portal visits are recorded using the website counter software
3. The usage of computers in the Internet centre is monitored using an open source software ‘i-talk’.

**Computer Use**

1. The usage of computers is restricted to academic purpose only.
2. The misuse of the facility will be reported to the Director for necessary disciplinary action.
3. The users should not modify, damage, or delete any of the hardware/software components.
4. They shall not intentionally modify/delete data files, document, programs etc belonging to other users.
5. Do not install computer games or similar entertainment software and recreational applications on machines in the Centre.
6. Users are responsible for the security and safekeeping of their own information. This includes coursework and documents created in the course of academic studies. They are responsible to make their own backups and to protect their own information accordingly.
7. Personal files such as MP3, MPEG, WAV, and JPGs should not stored on computers unless directly related to course of study or research.
8. The users can use the suggestion box to give feedback regarding their use of the Internet Centre.
9. If any device of the computer is not working, the users are advised not to fix it. It may report to the staff on duty.