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Accordingly, we ask that all authorized users follow the terms and conditions outlined in this agreement, as well as any additional guidelines stated on vendor or publisher websites.

### **Guidelines for Acceptable Use**

You're welcome to use our electronic resources to support your learning, teaching, and research. Here's what's allowed:

#### **Generally allowed**

- ✓ View, download, print, or save search results and individual materials for academic and individual use.
- ☑ Use materials to support your research papers, class presentations, reports, or other academic work. Remember to provide citations whenever re-using someone else's work.
- ✓ Share materials with classmates or colleagues for academic or research purposes.
- Send materials to other authorized users (like current students, faculty, or staff).
- Post links to articles on secure class websites that require a login—these links will only work for authorized users.
- Convert formats of materials to make them accessible for users with disabilities, in line with accessibility laws.
- ✓ Follow any extra rules listed on the vendor's site—look for "Terms and Conditions" or "User FAQs" after logging in with your LoMC account.
- ✓ Use materials under Fair Use as outlined in U.S. Copyright Law. (Not sure what qualifies? Contact us.)

#### Special cases - applies to some vendors but not all

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- ✓ Include articles or book chapters in print and digital course packs (some vendors allow this check each vendor's terms on their website and our A-Z database list for permitted uses).
- Post PDFs of entire articles on secure class websites that require a login— (some vendors allow this check each vendor's terms on their website, and our A-Z database list for permitted uses).
- ✓ View, download, print, or save individual eBooks or chapters for your personal or academic use (some vendors, such as ProQuest eBook Central, allow this for specific eBooks - check each vendor's terms on their website, and our A-Z database list for permitted uses).

#### **Generally not allowed**

Certain activities are not permitted due to contractual and license agreements with vendors and publishers. Engaging in any of the actions listed below may result in suspension of services or legal consequences for the individual user or MCU.

Please review and avoid these prohibited activities. To help the LoMC stay within its license agreements, please **do not**:

- Use bots, AI tools, or scripts to automatically download large amounts of content (this includes data mining).
- Download or print entire journal issues or large sections of e-resources in bulk.
- Use library resources for commercial purposes, such as reselling, redistributing, or republishing content for profit.
- Share content with unauthorized users, including posting it on public forums or mass emailing (e.g., Reddit or other message boards).
- Upload publisher PDFs, full articles, or copyrighted content to public websites. Instead, share a link so only authorized users can access it.
- Remove or change copyright notices or other legal information included with the materials.
- Share your login information with anyone.

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### Questions

Contact the <u>Virtual Branch</u> of the LoMC with your questions about this agreement.

#### **AI Disclaimer**

This content was edited with the assistance of AI tools to suggest user-friendly language and formatting. Accuracy of AI content was checked and approved by an LoMC staff member.