

Directions:

Each column in the spreadsheet corresponds to an answer possibility. Mark a 1 in each column for “yes” and mark a 0 in each column for “no”

General Coding rules that apply to all questions:

1. Any text about ILL and E-reserves should only be referred to in answers to questions specific to ILL and E-reserves.
2. State library systems are consortia
3. Restrictions on posting to networks, including intranets and the Internet, get coded as #29 or 30, regardless of whether it refers to authorized users, or external others as users.
4. If, in longer licenses, you may see addenda that terms of use specific to particular products. We do not code these, but rather focus on general terms of use
5. Assume that “third party” means external, or non-authorized users.
6. Mark at least one thing for each section...even if it is a best guess.

DEMOGRAPHIC QUESTIONS:

1: Enter License ID Number (e.g., T1, B5)

2: Enter publisher name code

American Chemical Society = ACS

Blackwell = BLW

Cambridge University Press=CUP

Elsevier = ELV

Emerald = EMR

Oxford University Press=OUP

Sage = SGE

Springer=SPR

Taylor & Francis=TNF

Wiley=WLY

Wiley-Blackwell=WBL (code all post merger licenses as WBL post 2006)

Other = OTR write name in parenthesis afterwards, e.g. “OTR (Oxford University Press)”

3: Enter product name if it is mentioned – free text (e.g., “Science Direct”)

4: Enter institution or consortia/state system name. Use consortia/system name if consortia/system license (free text)

5: Mark 1 here if it is a consortia or state system, enter 0 if it is a discrete institution license

6: Enter latest/most recent date found next to signatures on license doc (year only in 4 digit format). If there is no date next to signatures, then look for other date on the document.

NOTE: If your document is not a license, enter “0000” for #6 and stop coding that document. Tell Kristin the license number so she can remove it from the sample.

INDIVIDUAL REPRODUCTION SUCH AS PRINTING OR SAVING/DOWNLOADING BY AUTHORIZED USERS:

Specific Rules for these questions:

*(a) if the license just uses the term "**reproduction**" or "**copies**" and does not specify paper printing -copies or electronic downloading/saving-copies, that you would mark all the answers for BOTH paper or electronic.*

(b) The focus here is on individual scholarly/personal exchange, Any mention of ILL or e-reserves should NOT go here, commercial exchange/doc delivery not included here, republishing not included here

(c)prohibitions on reproducing an entire issue count as "systematic" printing/downloading.

Does this license in any way limit printing of license content by authorized users? (mark all that apply)

- 7. Does not address below listed restrictions on printing.
- 8. Forbids systematic or automated printing.
- 9. Limits printing to personal use only (includes research, education, personal need etc.)
- 10. Refers to Fair Use or copyright law limitation

Does this license in any way limit downloading/saving of licensed content by authorized users? (mark all that apply)

- 11. Does not address below listed restrictions on downloading or saving.
- 12. Forbids systematic or automated downloading/saving, including that done by robots or intelligent agents.
- 13. Limits reproduction to personal use only (includes research, education, personal need etc.)
- 14. Refers to Fair Use or copyright law limitation

PAPER DISTRIBUTION BY AUTHORIZED USERS:

Rules specific to these questions:

- (a) The focus here is on individual scholarly/personal distribution*
- (b) Any mention of ILL or e-reserves should NOT go here, commercial exchange/doc delivery not included here, republishing not included here*
- (c) classroom use not included here.*

Does this license in any way limit the Paper-Based distribution of works to other authorized users within their organization?(mark all that apply)

- 15. Does not describe any of the below limitations on internal paper distribution.
- 16. Internal distribution is prohibited.
- 17. Forbids "systematic" distribution.

Does this license in any way limit the Paper-Based distribution of works to non-authorized users or people outside the home organization?(mark all that apply)

- 18. Does not describe any of the below limits on external paper distribution.
- 19. External distribution is prohibited.
- 20. Forbids "systematic" distribution to external users
- 21. External paper distribution permitted to regulatory, patent, trademark agencies.
- 22. Limits paper distribution to "scholarly sharing" or similar term - assumes it is for the non-authorized recipients' personal/research use only)

ELECTRONIC DISTRIBUTION BY AUTHORIZED USERS:

Rule specific to these questions: restrictions on posting to networks, including intranets and the Internet, get coded as #29 or #30

Does this license in any way limit the Electronic Distribution of works by authorized users to other authorized users: (mark all that apply)

- 23. Does not describe any of the below limitations on internal e-distribution.
- 24. Internal e-distribution is prohibited.
- 25. Forbids "systematic" e-distribution to internal users.

Does this license in any way limit the Electronic Distribution of works by authorized users to non-authorized users(mark all that apply)?

- 26. Does not describe any of the below limitations on external e-distribution.
- 27. External e-distribution is prohibited.
- 28. forbids "systematic" e-distribution to external users
- 29. e-distribution permitted to regulatory, patent, trademark agencies.
- 30. limits e- distribution to "scholarly sharing" or similar term - assumes it is for the non-authorized recipients' personal/research use only)
- 31. No posting on any networks at all, including licensee's secure networks

Does this license specifically forbid/disallow any other uses (without the publisher's explicit consent/written permission) other than reproduction, distribution, ILL or e-reserves? (Mark all that apply)

Rules specific to these questions:

- (a) Do not include restrictions on providing access to the service to outside others.*
- (b) Do not include restrictions on sending particular articles to outside others here, see "scholarly sharing" restrictions in distribution questions. References to small scale distribution (e.g., emailing to a friend, or limited group) is captured by scholarly sharing*
- (d) Rules against posting on the Web or "internet" see #31*
- (d) References that restrict "republishing" with no other explanation and no reference to digital will be captured in #32*
- (e) Note that a license could include both.... "no posting on Internet" and "no republishing"... in which case you should choose both #31 and #32*

- 32. No Commercial or for-profit uses (including doc delivery services, commercial exchange), or license disallows purposes "other than personal/scholarly/research/ educational activity" (or some phrase similar to this that refers to a general academic/scholarly or personal purpose of use)
- 33. Cannot create **recompilation/translations/derivative works/"republish"** (note for any reference to digital republication via posting on Inter/intranets see 31)
- 34. Cannot **modify** (e.g., remove names, copyright notices or bibliographic info, change text itself)
- 35. Cannot create service that competes with product or interferes with product (Do not include restrictions on providing access to outside others here)
- 36. Use of spiders to index site not permitted. (for restrictions on systematic downloading using robots see 11)
- 37. No long term storage/retention, creation of a cache, or creation of a collection of materials comprising all or a material subset of a product (NOTE: this does not include e-reserves requirements see e-reserves)

Does this license allow works to be used in electronic reserves for credit courses? (Mark all that apply)

Rule for this question:

- (a) ignore all references to providing Braille option for reserves*

- 38. Does not address any of the below listed limitations on e-reserves
- 39. e-reserves prohibited
- 40. Allowed, and no specific limitations are described.
- 41. Requires posting of acknowledgement of source/citation
- 42. Requires deletion of saved files at end of semester, end of course, or after use is complete.
- 43. *Permits* a link to the article in the database
- 44. *Requires (explicit)* a link to the article in the database or requires that a "hit" be registered.
- 45. Refers to Fair Use, Copyright Act, or CONFU guidelines) (see: <http://www.utsystem.edu/ogc/intellectualproperty/ereserve.htm>)

Does this license allow use of the work in Interlibrary Loan? (Mark all that apply)
Rule:

Rules for this question:

(a) Do not include references to individual scholarly sharing here - only official ILL done by the library.

(b) Do not include limitations to "single copy" here - that is part of CONTU.

(c) do not include references to "replace library subscription" - part of CONTU

46. Does not address any of the below listed limitations on ILL.

47. ILL prohibited

48. Printing is mentioned as part of the ILL process e.g., before sending via fax, e-transmission, mail - or before giving document to patron.

49. "Secure e-transmission" technique listed as an option (or required) for transmission

50. No sending to commercial users/no commercial uses permitted, or File must only be used for purposes of research or private study

51. Receiving institution (library) must delete received electronic copy immediately upon delivery to end-user.

52. Refers to Copyright Law, Section 108 or CONTU