



UNIVERSITAT ROVIRA i VIRGILI

Regulations governing access to the Digital Library

Governing Council

Ordinary Session of 27 October 2016

The General Secretary,

Regulations governing access to and use of the Digital Library

Preamble

Section 10 of the document *URV policy on access to information*, approved by the Governing Council on 30 October 2013, defines the **Digital Library** of the URV as the set of resources that provide "**access to information for learning, teaching and research to different users simultaneously, at anytime and anywhere**".

It also states that electronic information resources must be used in accordance with the current legislation regarding copyright and intellectual property rights and that the university community must be informed of the regulations governing access and use of the URV's electronic information resources.

Chapter I. General provisions

Article 1. Aim:

The present regulations regulate access to and use of the Digital Library of the URV.

Article 2. Definition

The Digital Library of the URV comprises journals, books and databases, the use of which is regulated by a licence that stipulates which users can access them and how they may be used. These licences are negotiated between the URV and the provider.

Article 3. Purposes

The CRAI of the Universitat Rovira i Virgili contracts commercial information resources solely for the purposes of learning, teaching and research. Consequently, the use of these resources for commercial purposes or for activities unrelated to the University is prohibited.

Chapter II. Users

Article 4. General provision

Access to the Digital Library of the URV is limited to members of the university community (students, teaching and research staff, administration and services staff) in accordance with the corresponding articles of the Statute of the URV.

Article 5. Students

For the purposes of the present regulations, the term 'students' with the right to access the Digital Library refers to anyone connected to the following courses and programmes:

1. Bachelor's degrees
2. University masters' degrees
3. Doctoral programmes
4. URV-specific programmes in accordance with article

151.2 of the Statute of the URV

5. National and international mobility programmes

6. URV Citizenship

Article 6. Teaching and research staff

For the purposes of the present regulations, the term 'teaching and research staff' with the right to access the Digital Library refers to the following individuals:

1. Civil service teaching and research staff and teaching and research staff contracted by the URV.
2. Teaching and research staff who provide services to the URV but who are paid by a different organisation or institution.
3. Visiting teaching and research staff.
4. Teaching and research staff who temporarily teach or conduct research at the URV by virtue of agreements established between the URV and other organisations or institutions.
5. Retired civil service teaching and research staff and teaching and research staff contracted by the URV.

Article 7. Administrative and service staff

For the purposes of the present regulations, the term 'administrative and service staff' with the right to access the Digital Library refers to the following individuals:

1. Civil service and non-civil service administrative and service staff of the URV.
2. Visiting administrative and service staff.
3. Retired civil service and non-civil service administrative and service staff of the URV.

Article 8. *Walk-in users*

Any person not included in the previous definitions may occasionally be authorised by a coordinator or staff member of the CRAI to access an electronic resource of the URV from one of the computers physically located in the CRAI or equivalent spaces located in the teaching units.

Chapter III. Access to the Digital Library

Article 9. Authorisation to access the Digital Library

1. Authorisation to access the Digital Library of the URV can be obtained in the following manner:
 - a) Bachelor's, master's and doctoral degree students automatically obtain authorisation on completing the registration process. Students who are registered at another university but who are studying on an interuniversity course in which the URV is participating can obtain authorisation by presenting the corresponding registration documentation to the Academic Management Service.
 - b) Students on URV-specific courses obtain authorisation through the URV Foundation.
 - c) Students on national and international exchange programmes obtain authorisation through the I-Center.

- d) URV Citizenship students automatically obtain authorisation on completing the registration process.
 - e) The teaching and research staff referred to in article 6.1 automatically obtain authorisation when they take up their position or formalise the corresponding contract.
 - f) The teaching and research staff referred to in article 6.2 automatically obtain authorisation when they join the URV.
 - g) The teaching and research staff referred to in article 6.3 automatically obtain authorisation by complying with the relevant requirements in the i-global visitors programme or equivalent.
 - h) The teaching and research staff referred to in article 6.4 automatically obtain authorisation for the duration of the agreement. Once the agreement has been signed, the General Registry will send a copy to relevant competent area of the University which, in collaboration with the Computer and ICT Service, will automatically generate the corresponding authorisation for each user.
 - i) The teaching and research staff referred to in article 6.5 have to request authorisation through the Human Resources Service at the moment when they retire.
 - j) The administrative and service staff referred to in article 7.1 automatically obtain authorisation when they take up their position or formalise the corresponding contract.
 - k) The administrative and service staff referred to in article 7.2 automatically obtain authorisation by complying with the relevant requirements in the i-global visitors programme or equivalent.
 - l) The administrative and service staff referred to in article 7.3 have to request authorisation through the Human Resources Service at the moment when they retire.
2. Authorisation is lost as soon as the circumstances which allow it cease to exist. Retired civil service teaching and research staff, retired teaching and research staff contracted by the URV and retired civil service and non-civil service administrative and service staff of the URV must apply every three years to the Human Resources Service for their authorisation to be renewed.

Article 10. Accessing the Digital Library for the first time

When accessing the Digital Library for the first time users must first state that they know and accept the content of the present regulations.

Article 11. How to access the Digital Library

1. Access to the Digital Library is individual, personal and non-transferable. To access it, all URV users have a unique digital identity that uses the methods of authentication establish in the regulations governing the use of ICT.
2. The user agrees to keep their digital identity secret and not reveal it to any other person, and is responsible for any use of it that may be made by a third party, either with their consent or through their negligence.
3. Any activities carried out with a particular digital identity are regarded as having been carried out by the owner of that digital identity. Any consequences arising from the misuse of a digital identity will be the sole and exclusive responsibility of the user with whom the identity is associated.

4. Users agree not access or attempt to access areas that they are not authorised to access.

Chapter IV. Use of Digital Library

Article 12. General requirements

Users must comply with the requirements specified in the licence for each electronic information resource in order to prevent any possible legal action that may harm the institution or others users. If users have any doubts, they must contact the technical staff of the CRAI.

Article 13. Authorised uses

Notwithstanding the specific conditions of use that may be established by each licence, the following are general authorised uses:

1. Accessing and viewing the content of any electronic information resource for which the user has obtained authorisation.
2. Downloading and printing articles or book chapters from electronic books or documents the same length as a book chapter strictly for the purposes of learning, teaching and research.
3. Using electronic information resources for face-to-face teaching activities.
4. Transmitting paper or electronic copies of articles or book chapters or documents the same length as a book chapter to other teachers or researchers within Spanish territory strictly for the purposes of teaching and research.
5. Adding links to electronic information resources in teaching and research materials deposited in the online learning environment, that avoiding the need for copies of any kind.

Article 14. Unauthorised uses

Unless expressly permitted by the relevant licence: the following are general unauthorised uses:

1. Using search engines or robots to systematically and/or automatically download:
 - a) Whole volumes of electronic journals.
 - b) Indiscriminate registers of bibliographic databases that do not respond to a search.
 - c) Whole electronic books.
2. Commercialising or modifying the content of a licenced resource or creating documents using content protected by licences.
3. Uploading electronic content or copies of electronic content to share it on the web or any other virtual platform.
4. Using licenced information resources for the purpose of making a profit or carrying out professional activities that are not related to the University.

Article 15. Non-compliance with the conditions of use.

Users who do not comply with the conditions of use may lose their right to access the Digital Library:

1. For one month the first time they fail to comply with the conditions of use. The CRAI coordinator / staff member will notify the user of this suspension after the user has been given the opportunity explain their actions.
2. For six months if they again fail to comply with the conditions of use. The CRAI coordinator / staff member will propose this suspension and, if it is upheld, a member of the Management Team of the CRAI will notify the user of this suspension after the user has been given the opportunity explain their actions.
3. The loss of the right to access the Digital Library will be applied independently of any administrative, civil or penal sanctions that may applied to the user.

Chapter V. Obligations of the user

Article 16. Obligations of the user

Users of the URV's electronic resources must comply with the general conditions of use establish in the present regulations. User must also:

- a) Publish the results of their research and teaching in the institutional repository of the URV in accordance with the publishing policies.
- b) Indicate the affiliation with the Universitat Rovira i Virgili in all results of research and teaching that have used content from the Digital Library of the URV. If the user has used resources from the Digital Library as part of an agreement between the URV and another organisation or institution, they must comply with the user obligations specified in that agreement.
- c) Refrain from using commercial information resources to make a profit or for professional activities that are not related to the University.

Chapter VI. Intellectual property rights and personal data

Article 17. Protection property rights

1. The electronic information resources of the URV are protected by intellectual property rights.
2. The owners of these intellectual property rights are the authors of the electronic information resources or any individuals to whom these rights may have been ceded.
3. Users may view the content of the electronic information resources for purposes related to their activities at the URV, but they may not use the content outside of this ambit except for in certain cases that are expressly specified in the corresponding licence.
4. The users of electronic information resources must respect the current legislation regarding intellectual property rights.

Article 18. Protection of personal data

1. The URV guarantees that it will use the necessary security measures for its installations, equipment, IT systems and files, in accordance with the current regulations regarding personal data protection.
2. The data provided by users can be used solely for the purposes specified in the present regulations.

Derogatory provision

The Regulations governing access to and use of electronic information resources of the URV approved on 15 October 2013 are no longer in effect.

Final provision

The present regulations will come into effect on the day after they are published in the Official Gazette of the URV.