



APP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

NUMBER : 021-P-V01-16
TITLE : ELECTRONIC INFORMATION RESOURCE POLICY
ORIGINATING DEPT. : LIBRARY AFFAIRS
ORIGINAL DATE : NOVEMBER 2016

1. STATEMENT OF PURPOSE

The purpose of this APP is to guide the selection, de-selection, and provision of access to electronic information resources (e-Resources) that supports teaching, learning, and research needs of KSAU-HS/MNGHA stakeholders.

2. APPLICABILITY

This policy is applicable to all libraries of King Saud bin Abdulaziz University for Health Sciences (KSAU-HS) in all its regions.

3. RELATED REFERENCES

- 3.1 Government Tenders and Procurement Law. Issued by Royal Decree No M/48 dated 4/9/1427H, Council of Ministers Resolution No. 223 dated 2 /9/1427H
- 3.2 Copyright Law of Saudi Arabia. Issued by Royal Decree No M/41 dated 2/7/1424H
- 3.3 World Intellectual Property Organization (WIPO) Copyright Treaty. Adopted in Geneva on December 20, 1996
- 3.4 Use of Electronic Communications & Information Technology Equipment (NGHA APP 1429-06)

4. DEFINITIONS

- 4.1 Authorized Users: an authorized user refers to a client with an active assignment that is recorded in KSAU-HS System or a current student admission or registration.
- 4.2 Database: a large, regularly updated file of digitized information (bibliographic records, full-text documents, directory entries, images, statistics, etc.), sometimes related to a specific subject or field, consisting of records of uniform format organized for ease and speed of search and retrieval and managed with the aid of database management system (DBMS) software that includes an internal mechanism (search interface) for searching based on proprietary metadata. Content may be created by the publisher or be an aggregation of material published by other entities
- 4.3 Electronic Book (e-book): a digital version of a traditional print book or a book-like electronic publication with no print counterpart, designed to be read on a personal computer or an e-book reader
- 4.4 Electronic Journal (e-journal, e-magazine, e-zine, e-serial): a digital version of a print journal, or a journal-like electronic publication with no print counterpart, made available via the web, e-mail or other means of Internet access. It includes electronic versions of popular magazines, newsletters, newspapers and zines
- 4.5 Electronic Resource: information/library materials that require computer mediation and network connection in order to access their content online
- 4.6 Licensed electronic resource: an online database/resource to which the KSAU-HS/MNGHA Digital Library Services subscribe through a contractual and legal agreement. These can include primary source journal/book collections, streaming video services, images, digitized primary resources, or collections of other secondary sources such as indexing or reference materials.

5. POLICY

5.1 Collection Development

- 5.1.1 KSAU-HS/MNGHA Digital Library Services must acquire e-resources according to the subject treatment explained in "Collection Development Policy"
- 5.1.2 Only e-resources available through institutional licenses must be purchased
- 5.1.3 E-resources should meet the same high standards of other materials acquired by KSAU-HS libraries
- 5.1.4 In addition, resources in electronic format must also be evaluated according to criteria specific to digital resources as outlined in the following "Unique Evaluation Criteria":
 - For each electronic resource, consideration should be given to compliance and compatibility with existing hardware and software including operating systems and networking requirements of the University
 - The item's ease of data manipulation and transfer capabilities such as printing and downloading
 - The item's ease of use, user-friendly guidance via help screens or tutorials, webinars and a pleasing visual display
 - The item's ease of access to information, preferably utilizing search capabilities, updating frequency, content (bibliographic or full-text), appropriateness, and impact on service
- 5.1.5 KSAU-HS/MNGHA Digital Library Services' commitment to the preservation of information available in electronic format should determine whether it will



Be archived, mirrored, licensed, linked, or a combination of these options. The Levels of commitment to the information are defined as:

- Archived: The information resides with the Organization and is committed to provide access to it on a permanent basis
- Mirrored: A copy of material residing elsewhere is hosted at the Organization. The original creator of the information is responsible for its content and preservation.
- Licensed: The Organization has an agreement allowing it to provide its users access to this information but the information does not permanently reside with the organization
- Linked: The material is hosted elsewhere and the Organization provides a pointer to its location. The Library has no control of, or commitment to the information.

5.2 Access to e-Resources

- 5.2.1 Access to e-resources provided by KSAU-HS/MNGHA Digital Library Services is limited to those compatible with IP authentication.
- 5.2.2 Provision and Access: Once orders are issued, access to the requested e-resources should be made available by publishers/vendors immediately
- 5.2.3 Anyone using KSAU-HS campus network workstations may access these resources on site.
- 5.2.4 Authorized users wishing to access library-licensed e-resources from off campus must connect through organizationally created login links provided in the University website
- 5.2.5 A former employee or student (alumni) who is no longer registered would be unable to access licensed library resources remotely. He/she must use the resources inside any campus library as a member of the public.

5.3 Acceptable Use

- 5.3.1 When using licensed/purchased e-resources provided by KSAU-HS/MNGHA Digital Library Services, the users must:
 - Familiarize themselves and comply with license/use/privacy terms associated with specific resources/databases
 - Limit their uses of e-resources to non-commercial, educational or personal research purposes
 - Not engage in systematic downloading of licensed content (e.g. downloading entire issues of electronic journals or downloading books from the first to the last chapter, large-scale downloading from databases to create other collections of data)
 - Not distribute copies of material to individuals or groups outside the University, unless the license for the resource specifically allows it
 - Not to share authentication details or provide access of their accounts to anyone else.

5.4 Fair Use

- 5.4.1 Fair Use is any copying of copyrighted material made for a limited and transformative purpose, such as comment upon, compare, criticize, or analyze a copyrighted work. Such uses can be made without permission from the copyright owner. In other words, Fair Use is a defense against a claim of copyright infringement.
- 5.4.2 Fair Use is defined in *The Copyright Law of the Kingdom*, Chapter Four, Lawful Use (Royal Decree No. M/41 2 Rajab, 1424) (see Appendix I)



5.4.3 In addition, the use of electronic resources must be in compliance with the campus-wide policy on Use of Electronic Communications & Information Technology Equipment (APP 1429-06)

5.5 De-selection

5.5.1 A subscription to an electronic resource must be cancelled if:

- The usage statistics are consistently low over a significant period of time
- The product is no longer cost-effective.
- The vendor fails to hold up their end of the agreement and/or provides poor service
- The product's content is found to duplicate content in another database
- A superior product becomes available that includes a more useable search interface, provides greater and more reliable access at a reasonable cost, or meets other key criteria not being met by current database provider.

6. PROCEDURES

- 6.1 Identification and recommendation: at the start of every academic year, college libraries and library liaisons should contact department heads and teaching faculty to discuss their requirements of e-resources for curricula and teaching needs. Material recommendation forms (departmental and individual) should be used to fill out the details of recommended items.
- 6.2 Coordination: Recommended e-resources must be forwarded to the Dean of Library Affairs/Head of Library Committee to coordinate their purchasing/subscription with the Director of Educational Support Services, Deanship of Postgraduate Education.
- 6.3 Approval and budget allocation: Items that are found to be appropriate for purchasing/subscription are discussed between the Department of Educational Support Services (Deanship of Postgraduate Education) and the Department of Financial Affairs for budget allocation before the final approval and processing.
- 6.4 Frequency of Ordering: For the purpose of time, effort, and financial efficiency, e-resources are normally ordered once a year. Urgent requests must be dealt exceptionally with clear justifications.
- 6.5 Ordering Time Frame: due to the long ordering and purchasing/subscription transactions, a six-month period is required for ordering and provision of approved resources.
- 6.6 Processing: Approved e-resource are sent to Contracts and Logistics Department for processing and ordering procedures

7. RESPONSIBILITY

7.1 Collection Development


- 7.1.1 Ultimate responsibility for the selection and de-selection of e-resource collections rest with the Director of Educational Support Services, Deanship of Postgraduate Education
- 7.1.2 College departments and their academic faculty are responsible for recommending e-resources in the fields of their particular subject areas to their respective library liaisons to support the curriculum and research mission of the University.
- 7.1.3 College libraries and library liaisons are responsible for aiding college departments and faculty members through identification and recommendation of e-resources
- 7.1.4 The Dean of Library Affairs/Head of Libraries' Committee is responsible for coordinating college and faculty members' e-resource recommendations with the

7.2 Usage

- 7.2.1 Individual users are responsible for respecting local and international copyright laws, and contractual agreements when using e-resources. Violating local and international copyright laws and contractual agreements of e-resources may result to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both.
- 7.2.2 KSAU-HS/MNGHA Digital Library Services has the right to deny access temporarily to e-resources if it appears necessary to protect itself from liability.
- 7.2.3 The University library staff shall be responsible for monitoring the implementation of this APP
- 7.2.4 All users are mandatorily bound to adhere to the provisions of this APP


8. APPROVAL

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21 JAN 2018
EFFECTIVE DATE