



Division of Library Services

Electronic Data Services

Access Policy

Version	2.0
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DLS Document Number	POLCOL04
Short description	A policy on provision of electronic data services to authorised users of Charles Sturt University by the Division of Library Services.
Relevant to	All students and staff of Charles Sturt University
Approved by	Executive Director, Library Services
Responsible Officer	Section Manager, Collection Services
Responsible Section	Collection Services
Date introduced	26 June 1996
Date(s) modified	15 March 2011
Next scheduled review date	March 2014
Related Library documents	Rule of the Library
Related University documents	Copyright and the internet Policy for the Use of University Computing and Communication Facilities Student General Misconduct Rule Code of Conduct for Staff Walk-in access SLA between DIT and DLS
Related external documents	AARNet access policy
Related legislation	Copyright Act 1968 Copyright Amendment (Moral Rights) Act 2000
Key words	Policy, computing, computer use, electronic communication, e-mail, internet, network

1 PURPOSE

- 1.1 This document sets out the Division of Library Services policy on provision of electronic data services to authorised users of CSU Library

2 SCOPE

- 1.2 This policy applies to students and staff of Charles Sturt University and to members of the public
- 1.3 This policy applies to electronic data services provided by the Division of Library Services.

3 DEFINITIONS

- 3.1 **Authorised users:** students currently studying through Charles Sturt University; employees of Charles Sturt University; any other person approved by the Executive Director, Information Technology as an authorised user.
- 3.2 **Electronic data services:** commercially available electronic databases, eBooks and online information resources.
- 3.3 **Walk in patrons:** members of the public, CSU Alumni, Community Borrowers, School Students and CSU Workplace Learning supervisors who use the the Walk-in Access computer terminal to access online resources, the licences of which allow use by non Authorised users within CSU Library zones

4 ELECTRONIC SERVICES

4.1 Introduction

Use of the electronic data services is restricted to authorised users of Charles Sturt University, and to other persons who may be authorised from time to time by the University.

Use of the Library's electronic data services implies acceptance of the Policy for the Use of University Computing and Communication Facilities.

4.2 Acceptable Use

An authorised user shall:

- (a) Use the electronic data services in a responsible manner, respecting the rights of others.
- (b) Not use the electronic data services for commercial activities, or for private or personal business.
- (c) Not use the electronic data services for any fraudulent or unlawful purpose, including any activities prohibited under any applicable Australian State and/or Commonwealth law.
- (d) Abide by acceptable use policies imposed by other networks.

- (e) Abide by licence conditions imposed by copyright owners, and by the relevant provisions of the Copyright Act 1968 of the Commonwealth of Australia. Guidelines regarding application of copyright to material viewed through the electronic data services are given below.
- (f) Not allow access to the electronic data services by persons who are not authorised users.

Use of workstations located within the library is at the discretion of the Division of Library Services.

Unauthorised use may result in penalties, including suspension of access as set out in Part 6, 21-23 of the Policy for the Use of University Computing and Communication Facilities, the Student General Misconduct Rule, the Code of Conduct for Staff and the Rule of the Library

4.3 INDEMNITY

The Division of Library Services provides authorised users with access to electronic data services and does not guarantee the authority or accuracy of any information found on them.

The Division of Library Services shall not be responsible to authorised users for:

- (a) any loss of data resulting from delays, non-deliveries or service interruptions
- (b) technical difficulties
- (c) transmission of viruses
- (d) offensive materials retrieved through use of electronic data services.

5 COPYRIGHT

5.1 WARNING A copyright owner is entitled to take legal action against a person who infringes his or her copyright. Unless otherwise permitted by the Copyright Act 1968 of the Commonwealth of Australia, unauthorised copying or public performance of works or audiovisual material in which copyright subsists may infringe copyright.

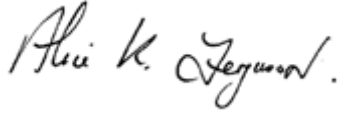
5.2 Additional information on copyright and the internet is available on the Library website.

6 DOCUMENT CONTROL

6.1 DOCUMENT HISTORY

Version number	Date issued	Author	Short description of amendment
1.0	26 June 1996	N/A	
2.0	21 April 2010	D Boland	

6.2 DOCUMENT AUTHORISATION

Authorising officer	Executive Director, Library Services
Name	 Acting Executive Director
Date	18 March 2011

7. DELEGATIONS

CSU Delegations Policy Schedule

<http://www.csu.edu.au/adminman/del/policy-schedules.htm>