

Motion:

That the Senate approve the Policy on Research Access – Electronic Delivery Program.

Rationale:

Laurentian University and the J. N. Desmarais Library provide students, faculty and staff at Laurentian University (“authorized users”) with access to information from across Canada and around the world. Single copies of library materials that are requested for the purposes of research, review, private study, and criticism may be provided to authorize users through the Electronic Delivery Program (EDP) described in this Policy. The EDP supports authorized users who require access to library materials while respecting the copyright of the publishers of such materials, in keeping with the fair dealing provisions in sections 29 and 29.1 of the *Canadian Copyright Act*.

FOR APPROVAL

Policy on Research Access – Electronic Delivery Program

Questions regarding this policy should be addressed to Director, J.N. Desmarais Library, lbonin@laurentian.ca, 675-1151 ext 4841

Category :	Services
Administrative Authority:	Director J.N. Desmarais Library
Approval Authority:	President and members of the President's Executive Team Senate
Approval Date:	Executive Team: December 4, 2007 Senate: January 15 th , 2008
Effective Date :	January 15 th , 2008
Latest Revision Date :	n/a
Next Review:	

Overview and Purpose:

Laurentian University and the J. N. Desmarais Library provide students, faculty and staff at Laurentian University (“authorized users”) with access to information from across Canada and around the world. Single copies of library materials that are requested for the purposes of research, review, private study, and criticism may be provided to authorized users through the Electronic Delivery Program (EDP) described in this Policy. The EDP supports authorized users who require access to library materials while respecting the copyright of the publishers of such materials, in keeping with the fair dealing provisions in sections 29 and 29.1 of the Canadian *Copyright Act*.

Scope:

This policy applies to all students, faculty and staff of Laurentian University.

Policy Statement

1. Under the Electronic Delivery Program, authorized users may be provided with a single copy of library materials for the purpose of research, review, private study, or criticism.
2. An authorized user must identify him/herself and the purpose of the request. A request form may be completed electronically. The request form is available at <http://racer.scholarsportal.info/zportal/zengine?VDXaction=LoginPage>

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3. The specific purpose for which the library materials are requested must be given to library staff at the time a request is made. Any doubt concerning the legitimacy of the request for these purposes will be referred to a Librarian. Laurentian University through the Coordinator of Interlibrary Loans reserves the right to decline any request in its absolute discretion.
4. In determining whether or not to process a request, the Coordinator of Interlibrary Loans will, in its discretion, consider the amount of copying requested (on a quantitative and qualitative basis). No copies will be made for any purpose other than research, review, private study or criticism. Ordinarily, requests for a copy of one article from a journal or a single chapter from a text will be satisfied. Requests for more substantial copying (i.e., copying of more than 5 per cent of a book or of more than two articles from a single journal) will be referred to the Librarian and may ultimately be refused. When requests for partial section of a work other than periodicals are ordered, the complete and original work will be requested by library staff and made available to the end user.
5. Where a request is satisfied under the EDP, the front of each document will contain the following notice: "The attached document is to be used solely for the purposes of research, private study, review or criticism. You are required to print a copy of the attached article and destroy the electronic version. The electronic version may not be stored, forwarded or distributed. Failure to abide by this policy may result in your rights to use the EDP being suspended or revoked and you may be subject to liability for copyright infringement."
6. Where a request cannot be satisfied under the EDP authorized users may be able to obtain the book or journal from the library under the normal circulation rules, or through the RACER program.
7. This service is provided free of charge.
8. Failure to abide by this policy may result in a user's rights to use the EDP being suspended or revoked and the user may be subject to liability for copyright infringement.

Related Policies, Procedures and other Documents

- Instructions/Forms:
<http://racer.scholarsportal.info/zportal/zengine?VDXaction=LoginPage>

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