

Electronic Resources User Guide

Use of the electronic resources (digital books, electronic journals, databases etc.) offered by the Nanzan University Library is governed by the following guidelines.

1. Purpose of use:

The library offers these services for the purpose of personal study, education and research activities.

2. Authorized Users:

- (1) Persons affiliated with Nanzan University. (Students and Faculty staff, etc.)
- (2) Persons who are permitted by the Chief Librarian of Nanzan University Library. In this case, the services in question are available by using the computers in Nanzan University Library.

3. Limits of use:

Searching, displaying and viewing of contents are permitted as long as they are used for study, research, and educational purposes. Printing and saving of contents within the limits of personal use are permitted with the exception of cases that are prohibited or limited by the terms and conditions of the user regulations.

4. Copyrights:

Either the provider or the author holds the copyright to the electronic resources. Users must comply with the Copyrights Act.

5. Fair Use:

Users must comply with the rules stated in Terms and Conditions required by the provider. Generally, the following uses are prohibited:

- (1) Use beyond personal research and educational purposes.
- (2) Systematic downloading using specialized software.
- (3) Massive manual downloading (that exceeds personal use) within a short period of time.
- (4) Downloading certain resources continuously.
- (5) Copying, editing, disseminating or selling on of the downloaded resource without the written permission by the copyright holder.
- (6) Making the downloaded information open to the public without the written permission of the copyright holder.
- (7) Other actions prohibited by each terms and conditions.

6. Remote Access:

- (1) Electronic resources available for remote access can be used via the University's remote access service (AXIA). Only students and full-time members of teaching and administration staff who are AXIA account holders have remote access to electronic resources.
- (2) Remote access is not available for electronic resources that limit the maximum amount of viewing, such as the Nikkei BP article searching service.

7. Inappropriate Use:

In the case of inappropriate use, considered as a violation of the terms and conditions of an e-resource, which could lead the provider to claim for investigation and preventive measures against Nanzan University, Nanzan University Library will investigate the case. According to the results of the investigation, Nanzan University Library is able to take punitive measures and give guidance to the user, as well as take action to avoid any recurrence.