

## Offsite Access to Electronically Published Materials Licensed through the UMB Health Sciences and Human Services Library

1. The University of Maryland Baltimore (UMB) enters into license agreements to make electronically published academic materials available to the students, faculty and staff of UMB for their academic and research purposes. Licenses are made with publishers by the Health Sciences and Human Services Library (HS/HSL). The license agreements specify what groups of users of HS/HSL resources can be permitted to access the electronically published materials by offsite access, from locations outside HS/HSL.

2. The academic materials available by offsite access are referred to in this policy as “offsite resources.” The license agreements allowing offsite access are referred to as “offsite licenses” or “licenses.”

3. Offsite access is a privilege granted by UMB, through HS/HSL. Decisions about granting and continuing offsite access are the sole responsibility of the Executive Director of HS/HSL or the designee of the Executive Director. Library administration will be guided by the advice of University attorneys as to interpretation of the offsite licenses.

4. Availability of offsite resources for faculty, students and staff of UMB is important to the UMB academic community. It is the goal of the HS/HSL to provide offsite access for academic and research purposes consistent with the legal terms of the offsite licenses, as violation of any offsite license may result in its termination and the loss of availability of UMB authorized access under that license. To protect continued offsite access for its UMB patrons, HS/HSL prohibits use of offsite access resources in violation of the terms and stated purposes of this Policy, which reflects requirements of the offsite licenses.

5. IT IS NOT INTENDED BY UMB OR STATED IN ONLINE ACCESS LICENSES THAT ALL LIBRARY PATRONS WILL HAVE THE PRIVILEGE OF OFFSITE ACCESS. Library patrons who cannot obtain offsite access through HS/HSL can access the resources they seek electronically, and at no cost to the patrons, through the use of designated terminals located in the HS/HSL. (Note, however, that a patron who has attempted to circumvent offsite access policies may be denied access to a specific electronic resource or to all electronic resources, whether access is sought at the HS/HSL or from an offsite location.)

6. The Executive Director of the HS/HSL is authorized by UMB to grant and terminate the privilege of offsite access as described in this Policy. Termination notice will be given in writing and, except in case of termination due to expiration of a time limit, will be accompanied by a written statement of the reason for termination. Any person dissatisfied with the Executive Director's decision to terminate offsite access may present, in writing, a request for reconsideration, setting forth any claimed errors in the facts relied upon by the Executive Director. A request for reconsideration must be submitted within fourteen (14) calendar days of issuance of a notice of termination of offsite access privileges. A final decision by the Executive Director will be made within fourteen (14) days after the receipt of a request for reconsideration. The times may be extended in writing at the discretion of the Executive Director.

7. To determine who may be given the privilege of offsite access, the HS/HSL is guided by the provisions of the following three Sections of this Policy.

#### **A. Offsite Access through UMB Status.**

Offsite Access generally will be allowed for a person in one of the categories listed in this Section A. No special application will need to be completed, and no individual approval by HS/HSL is required (unless a person is seeking reinstatement of offsite access following loss of the privilege).

- Current faculty, staff, research and teaching fellows, and graduate research assistants compensated through UMB payroll.
- Adjunct faculty, fellows and researchers paid UMB stipends.
- Currently enrolled UMB undergraduate, graduate or professional students.
- Residents and fellows in formal UMMC/UMSOM graduate medical education programs who have UMSOM faculty appointments.

#### **B. Offsite Access available on a case by case basis upon application and approval.**

Requests for offsite access under this Section B will be reviewed and evaluated periodically by the HS/HSL. Offsite access may be granted, and may be terminated, at the discretion of the Executive Director of the HS/HSL. In most cases, only short-term offsite access, limited to the term of expected relationships with UMB, will be granted.

*Applications for offsite access will be considered in special cases as follows:*

- Emeritus UMB Faculty who remain active academically at UMB and have not undertaken other employment following retirement.

- UMCP or UMBC faculty with secondary faculty appointments at UMB.
- Invited instructors and visiting faculty at UMB.
- Individuals employed by a noncommercial, nonprofit organization if (1) the individuals are named in a UMB grant as investigators or collaborators, and (2) UMB has entered into a subcontract, subaward agreement, or collaboration agreement with the organization employing the individuals.
- Self-employed individuals named as subcontractors or academic collaborators on a UMB grant. (Access will be limited to the term of the grant or the subcontract or collaboration agreement.)
- Pharmacy Program Directors who have faculty appointments and receive honoraria or salary compensation; pharmacy residents.
- On a case by case basis, the HS/HSL may grant short-term offsite access to other persons considered to be researchers affiliated with UMB although not holding a compensated faculty appointment or a paid staff position.

**C. Offsite Access is NOT available to persons in the following categories:**

- Volunteer/affiliate faculty of UMB schools.
- UMB alumni.
- Members of the general public.
- Members of boards of visitors and boards of trustees of UMB schools and foundations.
- USMAI faculty, staff, students, and alumni.
- Employees and volunteers of UMMC, UMMS Corporation, or any affiliate or subsidiary hospitals or other healthcare organizations affiliated with UMMS.
- VA employees; Baltimore Research and Education Foundation employees.
- Retired faculty and staff of UMB no longer involved in research or other academic work of UMB.
- Employees of UMB faculty practice plan organizations, foundations affiliated with UMB.
- Employees of commercial, for-profit businesses, including but not limited to start-up companies established by UMB, regardless of any involvement of UMB faculty or students as employees of or volunteers to the businesses.
- Employees of State, federal or local government agencies located on or adjacent to the UMB campus.
- Students of other institutions of higher education or of secondary schools.

**Revocation of Offsite Access Privileges May Result From:**

- Use of offsite access resources for commercial purposes.
- Use of offsite access resources accessed online for a non-educational use, e.g., clinical care in UMMC or any other health care institution or facility.
- Sharing of passwords or access privileges for offsite access.
- Any use of offsite access resources construed by a publisher or vendor of the resources as a violation of its offsite access license with UMB or USMAI.
- Any use of offsite access resources (including but not limited to illegal downloading of materials, etc.) that the Executive Director of HS/HSL determines may result in limitation or elimination of access to the resources under a UMB license for offsite access.
- Any misuse of offsite access resources leading to, or considered likely to lead to, legal demands, threats, or civil suit against UMB, USMAI, or the HS/HSL.