



LICENSE TERMS IN ALMA AND GIL-FIND

Jessica Lee | Valdosta State University

Introduction

- Electronic Resources & Serials Librarian at Valdosta State University since November 2013
- Negotiation and contracts are handled by our Acquisition Librarian and Collection Development Librarian
- At VSU we have a limited amount of negotiation wiggle room, our university contracts department handles most of the process

Why are licenses important?

- It is a binding contract between your library and a publisher or vendor
- It stipulates how you can use their content
- The license terms can restrict or allow different uses of the content

Why should you add license terms to GIL-Find

- Often faculty make assumptions about how a resource can be used
- Faculty may heavily rely on adding PDFs to their D2L courses
- This could be a learning tool for faculty

Why should you add license terms to GIL-Find

- Circulation and Interlibrary Loan staff may need license terms to perform jobs duties
- Often licenses detail if and how a resource can be used for course reserves and interlibrary loan
- It is easier to look up a specific journal or e-book that you may need to add to course reserves or ILL in GIL-Find than hunting down the actual license

Adding Licenses Terms to Alma

- There are different permission sets if you want to view or add and edit licenses in Alma
- To view licenses and license amendments, you must have one of the following roles:
 - License Manager
 - License Viewer
 - Selector
 - Purchasing Operator
 - Purchasing Manager

Adding Licenses Terms to Alma

- To manage licenses and license amendments, you must have the following role:
- License Manager

Adding License Terms to Alma

- You can add as much or as little information as you want for the licenses. There are some required fields.
- If your institution doesn't have a centralized place for licenses, Alma would be a great place to start.
- At VSU, our licenses live in our Network Drive in a folder only certain people can access.
- I use the License feature in Alma to store important licensing information so I do not have to constantly refer back to a license.
- The main driving force behind adding our licenses was to display the license terms for staff and our patrons.
- To encourage faculty to use persistent links instead of PDFs.

Setting up a license

- There 3 ways to add a license. I will focus on adding licenses manually.
- You can get to the licenses by changing the drop down menu to Licenses and clicking Search. Or in the Acquisitions tab.

Licenses ▾

License Code ▾

Q

Advanced ▾

Licenses and Amendments

1 - 20 of 21

⊕ Add License ▾

🔗

⚙️

🔿 Status : All ▾

🔿 Review Status : All ▾

Shared	▲ Name	↕ License code	↕ Licens type	↕ Licensor Code	↕ Statu	Review Status	↕ Start date	↕ End date	↕ Sig	
1	ACM Digital Library	ACM	Licen...	-	Active	Acce...	10/06/2017	-	-	-

Manually

From ONIX-PL file

Load from template

Setting up a License

- The Name and License Code can be the same or use an abbreviation.

ACM Digital Library

Creation date

10/06/2017

Created by

Lee, Jessica

License type

License

Summary

License Terms

Inventory

PO Lines

Amendments

Group Settings

Administrators

History

Notes

Attachments

Name *

ACM Digital Library

License status

Active

Signed by

Second party's Signed by

Start date *

10/06/2017

License location

Librarian's Office

License URI

License code *

ACM

Licensor

Select from a list

Signed on

Second party's Signed on

End date

License review status

Accepted

Licensing agent

Select from a list

Filling in License Terms

- The next section in the License is the License Terms. You can either rely on the drop down menu or use the note fields. You can fill in as much or as little as needed.

[<](#) License Term Details Print license Cancel Save

ACM Digital Library [v](#)

Creation date 10/06/2017 **Created by** Lee, Jessica **License type** License


[Summary](#) [License Terms](#) [Inventory](#) [PO Lines](#) [Amendments](#) [Group Settings](#) [Administrators](#) [History](#) [Notes](#) [Attachments](#)

Terms of Use [v](#)



Fair use clause	<div>Please choose a value v</div>
Digital copy	<div>Please choose a value v</div>
All rights reserved	<div>Please choose a value v</div>
Course Pack Note	<div></div>

Order of License Terms

- The order of the license terms are configured in the Alma Configuration. This is where you choose if a license terms displays in GIL-Find or not.

 Alma Configuration

[< Manage License Terms](#)BackSave

[+ Add License Term](#)

	Name	License Term Type	Order In Section	License Section	Display To Public	
1	Accessibility compliance indicator	LicenseTermsYesNo	<input type="text"/>	Obligations	No	
2	All rights reserved	LicenseTermsYesNo	2	Terms of Use	No	
3	Applicable Copyright Law	FREE-TEXT	<input type="text"/>	Obligations	No	
4	Archiving format	FREE-TEXT	<input type="text"/>	Perpetual Rights	No	
5	Archiving note	FREE-TEXT	<input type="text"/>	Perpetual Rights	No	
6	Archiving right	LicenseTermsYesNo	<input type="text"/>	Perpetual Rights	No	
7	Authorized User Definition	FREE-TEXT	1	Authorized User	Yes	
8	Citation requirement detail	FREE-TEXT	4	Terms of Use	No	
9	Clickwrap modification clause indicator	LicenseTermsYesNo	<input type="text"/>	Obligations	No	

Order of License Terms

The previous screen (the order of license terms) will change where the fields are because you are dictating in what order they will appear in the Alma configuration.

My example may not look like your screen.

- Unfortunately, you cannot add inventory at the license level. The license must be added at the collection or portfolio level.

ACM Digital Library

Creation date

10/06/2017

Created by

Lee, Jessica

License type

License

Summary

License Terms

Inventory

PO Lines

Amendments

Group Settings

Administrators

History

Notes

Attachments

Active Electronic Collection Resources

1 - 2 of 2

Resource name

Resource Name	Active From
1. ACM Digital Library	10/06/2017
2. ACM Digital Library Complete	10/06/2017

Active Portfolio Resources

Resource name

No records were found.

PO Lines

- You can associate PO Lines with the license. VSU does not. The PO is added at the portfolio or collection level instead.

[<](#) PO Lines

Summary

License Terms

Inventory

PO Lines

Amendments

Group Settings

Administrators

History

Notes

Attachments

All ▾

🔍

No records were found.

Amendments

- If there are changes to a license or amendments, you can add them here.

[<](#) Licenses and Amendments Print license Cancel Save

ACM Digital Library ▼


Creation date 10/06/2017 **Created by** Lee, Jessica **License type** License

Summary License Terms Inventory PO Lines Amendments Group Settings Administrators History Notes Attachments

Name ▼ Q

+ Add Amendment Load From Template

▼ Status : All ▼ Review Status : All ▼


No records were found.

Attachments

- You can upload the license under Attachments

[← Attachments](#)

Print licenseCancelSave

ACM Digital Library

Creation date10/06/2017

Created byLee, Jessica

License typeLicense

Summary

License Terms

Inventory

PO Lines

Amendments

Group Settings

Administrators

History

Notes

Attachments

File Name

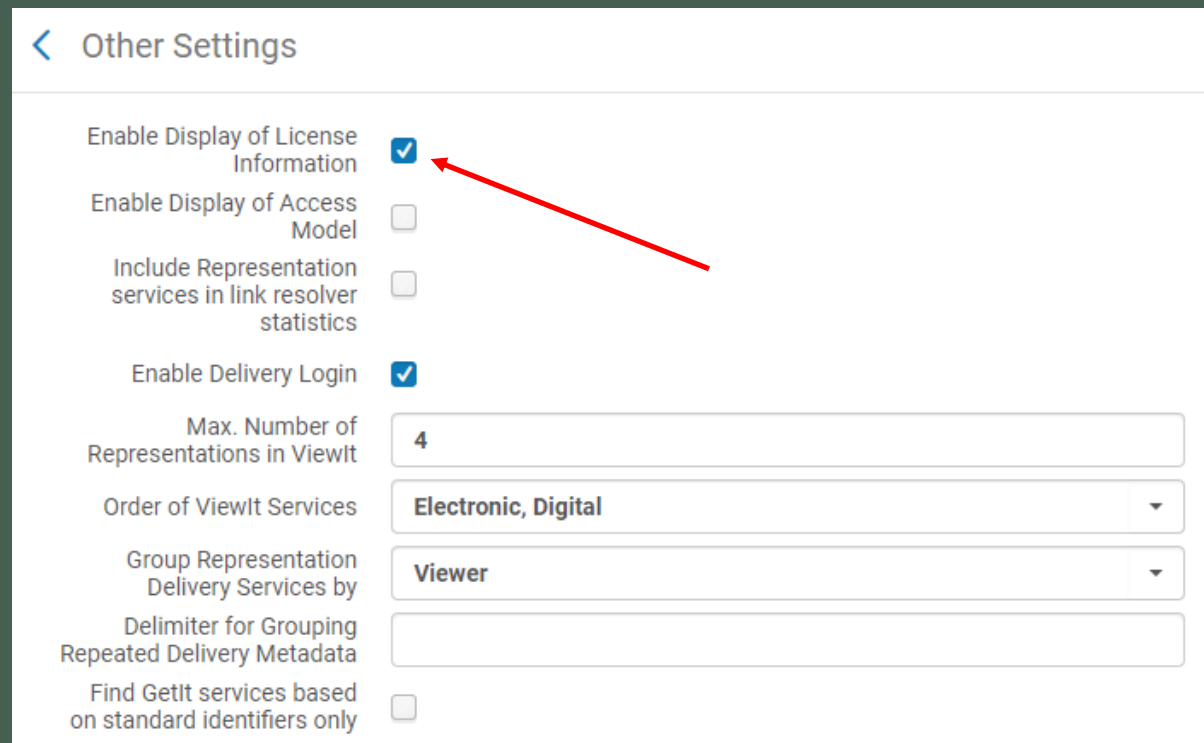
+

Add Attachment

No records were found.

Enabling Display

- While in the Alma configuration, under Fulfillment – Discovery Interface Display Logic – Other Settings, check “Enable Display of License Information” and click Save.



< Other Settings

Enable Display of License Information	<input checked="" type="checkbox"/>
Enable Display of Access Model	<input type="checkbox"/>
Include Representation services in link resolver statistics	<input type="checkbox"/>
Enable Delivery Login	<input checked="" type="checkbox"/>
Max. Number of Representations in ViewIt	<input type="text" value="4"/>
Order of ViewIt Services	<input type="text" value="Electronic, Digital"/>
Group Representation Delivery Services by	<input type="text" value="Viewer"/>
Delimiter for Grouping Repeated Delivery Metadata	<input type="text"/>
Find GetIt services based on standard identifiers only	<input type="checkbox"/>

Adding Licenses to Inventory

- Search for the Electronic Collection or Portfolio. Click Edit Collection.

ACM Digital Library Complete

Collection name: ACM Digital Library Complete Collection ID: 6177160000002962 Provider package: ACM,GUFHI,HGAVVJ07 code (DB id)

MMS ID: 9912366124102962

Electronic Collection Description General **Additional** Notes History

Summary and Inventory Information

Type: **Selective package**
Type (override):
Interface name: **ACM Digital Library**
Interface Description:
Interface name (override):
Services: **Full Text**
Process type: -
Access type: **Current**
COUNTER Platform:

Acquisitions and License Information

PO Line:
Activation date: **11/18/2019**
License: **ACM Digital Library**
PO Line details: -
Expected activation date:
View license details: [ACM Digital Library](#)
[Add Additional PO Line](#)

Adding Licenses to Inventory

Acquisitions and License Information

PO Line

Activation date

11/18/2019

X

→ License

ACM Digital Library

X

PO Line details

-

Expected activation date

View license details

ACM Digital Library

+ Add Additional PO Line

No records were found.

Adding Licenses to Inventory



Journal on excellence in college teaching. Journal on excellence in college teaching (Online) Miami University, Miami, Ohio : Print began with vol. 1 (1990). [1945-2993]

Collection name E-Journals

Service type Full Text

Provider
package code
(DB id) SJN

Collection ID 6162178430002962

Service ID 6262178420002962

Portfolio ID 5364138140002962

MMS ID 9912273621002962

Bib material type Journal

[View all the collection's p...](#)

[View all the collection's s...](#)

General

Linking

Coverage

Acquisition

Notes

Related Portfolios

History

Electronic collection
PO Line -

PO Line

POL-2247

PO Line details POL-2247 (Access model: Null - null)

Public access model

Electronic collection
license -

License

Journal on excellence in college teac

View license details Journal on excellence in college teaching

PDA

Select from a list

View PDA details -

License

Journal on excellence in college teac

View license details


PDA


Journal on excellence in college teaching

Select from a list

View PDA details -

License Terms in GL-Find

Sign-in for More Options  LOG IN FOR SERVICES

Full text available at: [ACM Digital Library Complete](#) 

License Terms

Course Reserve Note: Libraries may include copies of DL digital content in local electronic course reserve systems limited to use of Authorized Users of current classes.

Course Reserve Electronic Copy: Permitted

Interlibrary loan electronic: Permitted

Interlibrary loan note: Facsimile images that are exact representations of the print pages or of printouts from the electronic database may be provided for interlibrary loan under CONTU guidelines and distributed in paper, fax, or digital form.

HIDE LICENSE ^

Simplify the Language

- Licenses are filled with legalese. Instead of copying and pasting from the license try simplifying the language.

JOURNAL
[Public administration review.](#)
American Society for Public Administration.
Chicago, Ill. : American Society for [Public Administration](#) 1940-
[Online access](#) >

Send to

EXPORT BIBTEX EXPORT RIS REFWORKS ENDNOTE EASYBIB CITATION PERMALINK PRINT E-MAIL

View Online

Full text available at: [EBSCOhost Business Source Complete - GALILEO](#)

Available from 1940 volume: 1 issue: 1.
Most recent 1 year(s) not available.

Full text available at: [JSTOR Arts and Sciences IV](#)

Available from 1940 volume: 1 issue: 1.
Most recent 6 year(s) not available.

License Terms
Authorized User Definition: Access to content on JSTOR is available for "Authorized Users", meaning: (a) individuals who are affiliated with an Institutional Licensee, defined as an institution (such as a college, university, secondary school, public library, museum, foundation, government agency, research center or corporate and for-profit organization) that maintains a valid Institutional Participation Agreement with JSTOR. This includes, as applicable: i currently enrolled students (including distance education students); ii on an ad hoc basis, researchers and lecturers affiliated and/or visiting under the terms of an agreement with the Institutional Licensee; iii full and part-time staff; iv on-site users physically present and authorized to be on the Institutional Licensee's premises ("Walk-In Users"); v for public libraries, off-site users accessing the Licensed Content through a sessions-based arrangement entered into between JSTOR and the library; and, vi for higher education Institutional Licensees that participate in JSTOR's Alumni Access Program, individuals who have earned a degree, namely a Bachelor's, Master's, Doctorate, medical degree or their equivalent, from the Institutional Licensee.
Course Pack Electronic: Prohibited
Course Pack Note: Institutions and users may not: reproduce or distribute Content in bulk, such as the inclusion of


Full text available at: [JSTOR Arts and Sciences IV](#)

Available from 1940 volume: 1 issue: 1.
Most recent 6 year(s) not available.

License Terms
Authorized User Definition: Access to content on JSTOR is available for "Authorized Users", meaning: (a) individuals who are affiliated with an Institutional Licensee, defined as an institution (such as a college, university, secondary school, public library, museum, foundation, government agency, research center or corporate and for-profit organization) that maintains a valid Institutional Participation Agreement with JSTOR. This includes, as applicable: i currently enrolled students (including distance education students); ii on an ad hoc basis, researchers and lecturers affiliated and/or visiting under the terms of an agreement with the Institutional Licensee; iii full and part-time staff; iv on-site users physically present and authorized to be on the Institutional Licensee's premises ("Walk-In Users"); v for public libraries, off-site users accessing the Licensed Content through a sessions-based arrangement entered into between JSTOR and the library; and, vi for higher education Institutional Licensees that participate in JSTOR's Alumni Access Program, individuals who have earned a degree, namely a Bachelor's, Master's, Doctorate, medical degree or their equivalent, from the Institutional Licensee.
Course Pack Electronic: Prohibited
Course Pack Note: Institutions and users may not: reproduce or distribute Content in bulk, such as the inclusion of

What records look like today


View Online

Full text available at: [EBSCOhost Business Source Complete - GALILEO](#) 

Available from 1965.

Most recent 1 year(s) not available.

SHOW LICENSE ▼

Full text available at: [JSTOR Arts and Sciences IV](#) 

Available from 1940 volume: 1 issue: 1.

Most recent 6 year(s) not available.

HIDE LICENSE ▲

License Terms

Digitally copy: Prohibited


Course Pack Note: Not Permitted. Linking may be used instead of PDFs.

Course Reserve Note: Not Permitted.

Interlibrary loan note: Allowed with Restrictions.

Staff ILL Note: Only one chapter per book may be sent via ILL lending.

Authorized User Definition: Current faculty, staff, students, walk in users, and individuals associated with the university.

Full text available at: [ProQuest Central - GALILEO](#) 

Available from 01/01/1988 until 01/31/2011.

HIDE LICENSE ▲

License Terms

Digital copy note: Allowed

Course Pack Note: Allowed

Course Reserve Note: Allowed

Interlibrary loan note: Allowed with Restrictions

Staff ILL Note: With respect to ebooks, copying is limited to small portions of a book.

Authorized User Definition: Currently enrolled students, faculty, staff, and visiting scholars, as well as walk-in patrons while they are on-site.

GALILEO License Terms in GIL-Find

- In October 2019, myself as chair of the Acquisitions/ERM committee met with 3 other librarians as well as the Acquisitions librarian for GALILEO to talk about adding licenses to our OPAC.
- We used the University of Washington as an example and the language they use.
- Presented our case to RACL (Regents Academic Committee on Libraries) and was approved to add license terms to consortium purchased databases and collections

Example of University of Washington

Current UW students, faculty, and staff [Log in for all services](#)

[Elsevier ScienceDirect Journals Complete](#) [\[hide license terms\]](#)

Public notes:

Access for all on campus; login required from off-campus. [Details about who can access online resources](#) [\[hide\]](#) . If you encounter a paywall from off-campus, please try searching for your article directly in [ScienceDirect](#) [\[hide\]](#) or use [Husky OnNet](#) [\[hide\]](#)

License Terms

: Fair use clause: No

: Course Pack Print: Permitted

: Course Pack Electronic: Permitted

: Course Reserve Print: Permitted

: Course Reserve Electronic Copy: Prohibited

: : Copies for course reserves prohibited; use links

: Scholarly sharing: Permitted

: Digitally copy: Permitted

: Print copy: Permitted

: Interlibrary loan electronic: Permitted

: Interlibrary loan print or fax: Permitted

: Interlibrary loan secure electronic transmission: Permitted

: : ILL limited to non-commercial libraries - pilot allows delivery outside U.S. (see terms for details)

: Remote Access: Yes

: Distance education: Permitted

: Electronic Link: Permitted

: Other Terms of Use Note: Text & Data Mining: see instructions & restrictions on <https://guides.lib.uw.edu/research/dstools/tdm>

: Concurrent Users Note: Unlimited users

: : Authorized users: Faculty, Staff, Students, Walk-in users

On behalf of the Acquisitions/ERM chair, the ILL subcommittee chair, the OPAC committee chair, and the previous ILL subcommittee chair, we would like to propose that the license terms from GALILEO licensed materials be put into Alma for all USG. Each collection visible in GIL-Find that is licensed by GALILEO would also display the license terms. An institution can opt out of the license terms being displayed in GIL-Find. The committee believes that by adding the license terms in GIL-Find, this would increase the number of ILL requests that each institution can fulfill and provide ease in their workflows.

The committee believes the following license terms would be the most suitable for GIL-Find and all institutions:

University of Washington examples:

1. [Academic Search complete](#)
2. [JSTOR](#)
3. [ProQuest Ebook Central](#)
4. [ScienceDirect](#)


1. Course packs / electronic link term note
 2. Not allowed/Allowed. List limitations if applicable, ex. Use links in D2L.
2. Concurrent users (if relevant)
 1. # of concurrent users
3. Digital copy
 1. Not allowed/Allowed. List limitations if applicable, ex. Download and keep digital copy.
4. Scholarly sharing
 1. Not allowed/Allowed.
5. Data mining (if relevant)
 1. Not allowed/Allowed. List limitations if applicable.
6. Course reserves
 1. Not allowed/Allowed. List limitations if applicable.
7. Authorized users
 1. Ex: Faculty, staff, students, walk-in users
8. ILL
 1. Not allowed/Allowed. List limitations if applicable.


GALILEO License Terms in GIL-Find

- Currently we have EBSCO, ProQuest, and Films on Demand license information in GIL-Find for GALILEO resources.
- There should be licenses added for Ovid and ACS (American Chemical Society) this fiscal year (FY21) but date is TBD.
- All GALILEO resources license terms use the outline in the previous slide.

Other helpful license information

- If your e-book or resource has a limited number of concurrent users, that information would be helpful to add as well. However, that could be time consuming to add since most titles in e-book collection have varying concurrent users.

Current UW students, faculty, and staff  Log in for all services

[DOAJ Directory of Open Access Journals](#)  [\[hide license terms\]](#)

Available from 2009.


License Terms

: : Course Packs: allowed on a cost recovery basis.

: : Copies for Reserve: allowed.


: : Sharing: with non-UW users allowed.

: : ILL allowed;No format specified

: : Concurrent User: 9999 

: : Authorized users: Faculty, Staff, Students, Walk-in users

Additional services

[Have questions or need help? Ask Us!](#) 

Do faculty even look at this?

- We had a faculty member reach out in May regarding “course packs” in the license and what it means
 - He asked if he could inform his students could use it
 - He also asked if there was a limit to how many students could access it
- Vendors typically create 1U1B (1 user, 1 book) licenses for titles that are encyclopedias and textbook like titles

Empower Faculty

Step-by-Step Guide to Copyright Compliance

for Electronic Course Materials

Faculty are responsible for ensuring that their course materials comply with copyright law.

Restrict access

If copyrighted materials are placed on the web, access must be restricted to authorized users. Learning Management Systems such as Canvas, Blackboard, Moodle, or Catalyst have functions that limit access to students enrolled in a class or specifically designated by the instructor.

Post a copyright notice

The example wording below contains the basic requirements:

The copyright law of the United States (Title 17, United States Code) governs the use of copyrighted materials including copying and distribution. Fair use (Section 107) allows for limited use of copyrighted materials without the permission of the copyright owner. Individuals using copyrighted materials in excess of fair use may be liable for copyright infringement.

Evaluate each work for copyright compliance every quarter

The University of Washington uses a five-pronged approach to complying with copyright law for electronic materials:

1. Licensed materials
2. Openly Accessible Materials
3. Fair use
4. Obtaining permission
5. Alternatives

The UW Libraries license a variety of electronic materials for course use. To find out if your readings are licensed:

- [Search the UW Libraries Catalog](#)
- If it is available electronically, you may link to individual articles. See [instructions for creating stable links to resources](#).

DEMO

Documentation for more information

- G3 Training Wiki

<https://sites.google.com/view/g3almatraining/acquisitions/licenses?authuser=0>

- Ex Libris Knowledge Center

https://knowledge.exlibrisgroup.com/Alma/Product_Materials/050Alma_FAQs/E-Resource_Management/Licenses

[https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_\(English\)/020Acquisitions/090Acquisitions_Infrastructure/050Managing_Licenses_and_Amendments](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/090Acquisitions_Infrastructure/050Managing_Licenses_and_Amendments)

Thank you!

My e-mail address is jessicalee@valdsota.edu