**Regulations for the use of library e-resources at the Higher School of Economics (Excerpts)**

Key terms and abbreviations:

* Library e-resource – a resource containing e-publications on the internet, the access to which is organized by the HSE on a contract basis;
* Remote access – working with library e-resources outside the HSE local network via access to the HSE Library proxy server with the use of login and password.
* Users – HSE students, teachers and other members of HSE staff.

At the HSE Library users can get:

* Remote access to the library e-resources;
* Personal login and password;
* Notifications about changes to their login and password;
* Full information on the contents of the library’s e-resources;
* Consultations on the contents and interface of the library’s e-resources.

When getting the login and password for library e-resources, users must familiarize themselves with these Regulations and accept the terms and conditions by completing a special web registration form on the HSE Library webpage.

Users must:

* Keep the login and password confidential;
* Follow the license agreements with rightholders and suppliers of the library e-resources:
	+ It is prohibited to make ‘full copies’ of materials (particularly, all the articles in one journal issue or all the chapters in one e-book), or to create a copy of considerable volume of the e-resource contents on a local digital or printed media;
	+ It is prohibited to use special software to search, open, or download materials from e-resources;
	+ It is prohibited to resell the downloaded materials and to use them for commercial advantage;
	+ It is prohibited to use and quote the downloaded materials without reference to their authors.

Users are prohibited from giving their login and password to other people.

To get remote access to library e-resources, users need to:

* Have a reader’s card;
* Have a valid card at the HSE Library lending department, which means having a valid registration and no debts in all lending departments;
* Complete the following form <http://library.hse.ru/e-resources/ez/appl_form.htm>

HSE staff can get the login and password for remote access to library e-resources via their corporate email, and all other users can obtain a login and password personally from the HSE Library’s Office of Information Systems and E-resources upon presentation of an ID document (passport).

Remote access to the library e-resources can be withdrawn if:

* The staff member or the student quits the HSE;
* The user violates these Regulations.