Annex

APPROVED

by HSE University’s Directive

No. , dated \_\_\_\_\_ “\_\_”, \_\_\_\_

**Procedures for Providing Access to Electronic Versions of Printed Material from Library Stock at National Research University Higher School of Economics**

1. **General Provisions** 
   1. These Procedures for Providing Access to Electronic Versions of Printed Matter from Library Stock at National Research University Higher School of Economics (hereinafter, the “Procedures” and “HSE University”, respectively) set out the common requirements for obtaining access to electronic versions of print collection from the Library stock at HSE University.
   2. For the purposes of these Procedures, “electronic versions of documents” refer to electronic copies of individual articles and chapters (not exceeding 15% of a given document’s overall volume), published on legal grounds in collections, newspapers and other periodicals, as well as short excerpts from other written works, published legally (both with and without illustrations).
   3. Access to electronic versions of documents from the Library’s print collection is available to HSE University students and staff (hereinafter, “Users”).
   4. Access to electronic versions of documents from the print collection at HSE University’s Library shall be provided to Users for the purpose of the organization of educational processes and learning, including examinations, contact classes and independent learning. Access to other types of documents (works) in an electronic format, in addition to those specified in p. 1.2 of these Procedures, and/or access for other purposes, except for those specified in this paragraph, may be granted to Users in instances, as determined in a contract with a copyright holder of a respective document (work).
   5. These Procedures must be followed by Users, who have been given access to electronic copies of the print collection at HSE University’s Library. Reading these Procedures and accepting all of its provisions are a prerequisite for obtaining access to electronic versions of print materials from the Library stock at HSE University.
   6. HSE University’s regional campuses, as per these Procedures, shall independently develop and approve their own internal regulations, governing the procedures for providing access to electronic copies of print collection from their library stock at respective regional campuses.
   7. These Procedures, as well as all amendments hereto, shall be approved by a directive of the coordinating Vice Rector.
2. **Procedures for Accessing Electronic Versions of Print Materials from HSE University Library’s Stock** 
   1. The instance of familiarizing oneself with these Procedures shall be confirmed by the application form, posted on the HSE University Library’s webpage on the University’s site (portal), by putting a mark next in the respective field of this form.
   2. Users, who request access to electronic versions of documents from the print stock at HSE University’s Library, must have:

2.2.1. a valid library card issued by the Library at HSE University in Moscow;

2.2.2. a corporate e-mail account (@hse.ru or @edu.hse.ru).

* 1. In order to gain access to electronic copies of print materials deposited by the HSE University’s Library, the User must:

2.3.1. check the bibliography entry of a requested document in the e-catalogue of the HSE University’s Library at : <http://opac.hse.ru/absopac/>, then copy and paste it to the application form upon completing it;

2.3.2. fill out and send the application form, as published at: <http://library.hse.ru/>.

2.4. Within 3 (three) working days after the User sends a completed application form, a Library staff member shall send a response to the corporate e-mail address specified in said form about the option to grant access to electronic copies of print materials from the HSE University Library’s stock.

2.5. If the option to access an electronic version of a document from the print stock at the HSE University’s Library is confirmed, a Library’s staff member shall, within 7 (seven) working days after notifying the User about the option to provide access to an electronic version of a document, shall create and upload an electronic version of the document to the User’s personal account. In turn, on the same working day, the Library’s staff member shall send the User to his/her corporate e-mail address, indicated on the application form, a link to the User’s personal account, as well as the login and password for accessing it.

2.6. Electronic copies of documents shall be available for reading by the User via his/her personal account within 14 calendar days from the moment when the HSE University Library’s staff member sends a respective link to the User’s personal account, as well as the login and password for accessing it.

1. **Rights and Obligations of the HSE University Library** 
   1. The HSE University’s Library has the right to:

3.1.1. upon the User’s request, provide access to view electronic content;

3.1.2. refuse to provide access to electronic copies of printed materials from the HSE University’s Library stock in the following instances:

3.1.2.1. if any items on loan from any collection at the HSE University Library are overdue;

3.1.2.2. the application form has not been properly completed;

3.1.2.3. the requested document is available through the HSE University Library’s electronic resources;

3.1.2.4. poor print quality or a binding that does not let a document open up fully;

3.1.2.5. the document is not in the stock because it is on loan to another User;

3.1.2.6. the information about a violation or an alleged violation of these Procedures has been received or identified, as well as that of a breach of confidentiality of a login and password;

3.1.2.7. the User has applied for a chapter in a document, which exceeds 15% of the overall volume of said document;

3.1.2.8. if the User’s age, as indicated in the User application form, does not comply with the age rating featured on the document.

3.1.3. implement other powers aimed at ensuring that the provided access to electronic versions of print stock at HSE University’s Library is used in good faith.

3.2. The HSE University’s Library is obligated to:

3.2.1. elucidate the Procedures’ provisions to Users;

3.2.2. make sure that Users of HSE University’s Library can exercise their rights, as established herein;

3.2.3. within 3 (three) working days after the User sends the application form, advise him/her about the option to have access to electronic versions of the requested document from the print stock of HSE University’s Library;

3.2.4. within 7 (seven) working days from the moment, when the User is notified about the option to access an electronic version of a document, provide access to the said electronic version of print material from HSE University Library’s stock, via the User’s personal account;

3.2.5. within 14 working days after an HSE University Library staff member sends the link to the User’s personal account, as well as login and password for accessing it, ensure access to the electronic version of a document from the print stock of HSE University’s Library.

1. **Users’ Rights and Obligations** 
   1. Users are entitled to free-of-charge access, provided upon request, to view electronic copies of print materials at HSE University Library in order to use them for the purposes, specified in p. 1.4 of the Procedures.
   2. Users are obliged to follow the Procedures.
   3. Users are not permitted to:
      1. use electronic copies of documents for any purposes and by any means other than directly specified in p. 1.4 of the Procedures, including reproducing and distributing them in any way or making them public, as well as process electronic copies;
      2. provide personal logins and passwords to third parties.
2. **Responsibility of Users** 
   1. Users, who have breached provisions of these Procedures, shall be liable as per Russian legislation and HSE University’s internal bylaws.