



A Guide to Proper Use of Digital Resources

(Databases, Online journals, E-books)

User Guide No.27-E
Waseda University
Library
March 1st, 2020

Waseda University Library provides all library users of Waseda University a large number of digital resources such as databases, online journals, and e-books.

Users are at liberty to search digital resources, from among piles of academic information, academic papers and materials and to access full text documents. The usage is defined in the agreement between the University and the service providers. Any breach of the set regulations may result in the online service(s) being interrupted not only for the individual but for the whole university system.

Users are by all means encouraged to make full use of these digital resources for their academic life at Waseda including educational and research activities while exercising due responsibility in handling the information, which is designated for sharing by the entire University.

Checking the User Regulations Beforehand

Users of the digital resources have an obligation to adhere to the regulations set forth by the service providers. Caution is advised as different rules apply to different digital resources and users may unknowingly bear the risk of conducting inappropriate behaviors.

All users are requested to refer to the contents of the User Regulations, Terms and Conditions, etc. provided on each website before using the digital resources.

Behavior Generally Prohibited

Although different rules apply to different digital resources, the following are generally prohibited.



- Eligible individuals other than those permitted to use the services: the faculty, staff, and students of Waseda University, to access the digital resources.
- Behavior violating the copyright of individual service providers, such as reproducing, distributing, revising, or editing the contents of the available data for purposes other than personal study or reference.
- Systematic and automatic searches, downloads, or printout using programs.
- Conduct high-volume downloads in a short period of time.
- Conduct exhaustive downloads of specific digital resources.

Examples of Inappropriate Use

If any unexpected behavior happens to be considered 'inappropriate,' the service providers may issue a warning and/or suspend the services to the entire University.

◆A user attempted to download an academic paper using a tool; it was considered a systematic download.

→**The service providers monitor for systematic and automatic accesses. If a suspicious behavior is detected, accessing from Waseda University may entirely be interrupted. When using digital resources, users are prohibited from using tools such as download support software, link-fetching function, robots and crawlers.**

◆A user opened a large number of PDF files in immediate sequence; it was considered a systematic download.

→**There are no specific guidelines which indicate the maximum number of downloads permitted in certain number of hours so as not to be considered a systematic download. Nevertheless, opening a large number of PDF files in immediate sequence and in a short time, even if it is done manually, repeatedly clicking on a same link could be considered a systematic download regardless of whether the data has been stored. Also, users are prohibited from storing a large volume of data for a long period of time.**

◆A user continuously downloaded all the academic papers published in a certain online journal for a full year; it was considered a systematic download.

→**Systematic and exhaustive downloading of a specific digital resource, such as downloading the entire volume of a periodical at one given time, is prohibited. Users are advised to examine their search results carefully and select only the parts necessary for download.**

Measures Taken against Inappropriate Use

If an inappropriate use of the service(s) is confirmed, the University will be required by the service provider(s) to present the results of investigation into the situation at hand along with applicable preventive measures. Accordingly, Waseda University Library will contact the affiliation/school the user in question belongs and conduct necessary investigation, and in some cases, may take appropriate measures against the user for his/her action.

Inquiries and URLs for Reference

For inquiries, please contact Waseda University Library:
info-wul@list.waseda.jp

Please also refer to the document, *User Instructions for Databases, Electronic Journals, etc.*, found at:

<https://waseda-jp.libguides.com/c.php?g=916927&p=6610206>