

Acceptable Use Policy

For the use of Bournemouth University Electronic Resources by Members of the Public

Introduction

This policy applies to any members of the public (meaning persons which have no current affiliation with Bournemouth University ("BU")) and their capacity in which they use the electronic resource facilities available within BU.

It is your responsibility as a user to ensure you are familiar and comply with this policy.

BU's IT services and facilities are principally provided for the purposes of University business. By accessing and using the centrally provided computing facilities you are agreeing to abide by this policy. **Any misuse of the electronic resources may result in suspension of your library membership with immediate effect.**

These electronic resources are available for you to access on a dedicated computer terminal within either The Sir Michael Cobham Library or Bournemouth House Library only, and they may only be used for personal non-commercial purposes. **It is a breach of licence conditions of these resources to use them for commercial purposes.**

For licensing reasons the use of BU electronic resource facilities for a member of the public is limited. To ensure compliance, all access to library electronic resources must be made on a dedicated computer. Access via these dedicated computers will be made through Discovery which hosts BU's guest access. Please refer to Annex A for a list of resources which are subject to licensing restrictions.

The Law

This policy applies subject to and in addition to the law. In all cases involving a breach of the law legal sanctions may apply. Applicable laws include (but are not limited to):

- Telecommunications Act 1984
- Copyright, Designs & Patents Act 1988
- Computer Misuse Act 1990
- Equality Act 2010
- Data Protection Act 1998
- Human Rights Act 1998
- Regulation of Investigator Powers Act 2000
- Freedom of Information Act 2000
- Electronic Communications Act 2000
- Terrorism Act 2006
- Counter Terrorism and Security Act 2001

No provision contained in this policy is intended to contradict or contravene such legislation. Neither is this policy meant to restrict legitimate and authorised activity.

General

You must not in any way cause any form of damage to BU premises or IT facilities, nor to any of the services associated with them.

Library staff can provide a minimal amount of support to members of the public in their use of the electronic resources and computer facilities. The prime responsibility of the library staff is to support the needs of current BU staff and students. Current BU staff and students will be given priority over members of the public in accessing computers.

You must observe BU Library Rules, which can be found [here](#), and any guidance provided by the library staff.

Copyright

The electronic resources accessible are protected by copyright law. Other than what may be permitted by law, or permitted under the terms and conditions governing the use of these resources, you must not copy or amend any part of these resources without first obtaining permission from the copyright owner.

Infringement

If you do not abide by this policy you may be breaking criminal or civil law, and such law may be invoked by BU or a third party as a result of any breach.

IT Services may withdraw access to facilities from any user(s) for the purposes of investigating a breach of this policy or any relevant legislation or licence conditions. Users may be charged for the cost of remedying any damage they cause.

Privacy

Your use of the electronic resources is not confidential. Use may be monitored to ensure compliance with BU policies and legislation and for ensuring the effective operation of BU's IT systems and fair allocation of resources.

BU will also hold your application to use the electronic resources for a period of 1 year after the date of application. The purpose of this is to ensure BU has your contact details in the event you breach this policy.

BU undertakes to keep your data securely and to only use your data in accordance with the Data Protection Act 1998 (the "DPA") and the General Data Protection Regulations (in force from May 2018) (the "GDPR"). Under the DPA and GDPR your rights include:

- obtaining access to, and copies of the personal data BU holds about you;
- correcting any incorrect data BU may hold about you;
- requiring BU to cease processing your personal data;
- requiring BU to erase your personal data; and
- requiring us not to send you marketing publications.

If you are not satisfied with how we process your personal data, you can raise a complaint to the Information Commissioner.

Disclaimer

No claim shall be made against BU, its employees or agents in respect of any loss or damage, including but not limited to injury or death, alleged to have been caused whether by defect in the electronic resources or by act or neglect of the University, its employees or agents. BU does not warrant that the electronic resources, or your use of the same, will be uninterrupted, error free or fail-safe.

BU reserves the right to amend this policy as necessary, the current policy shall be available on request and is on BU Library's webpage [here](#). It is your responsibility to ensure you have read the terms of the current policy.

Please speak to a library representative if you require any further information regarding the terms governing the use of electronic resources.

Annex A

Due to access or licence restrictions, walk in user may not access the following resources

Access Engineering
AgeInfo
Anatomy & Physiology Online
Anatomy TV
Barbour Environment Health & Safety
Books 24x7
Brad Online
British Standards
Burney Collection
BvD resources (Amadeus, Fame, Zephyr, Orbis Bank Focus)
Community Care Inform
Creative Club
Datastream
Digimap
Elsevier Health E-books
Factiva
Financial Times (FT.COM)
Henry Stewart Talks
IBFD
Independent Digital Archive
Infotrac Newstand
Lawtel
Lexis Nexis
Localaw
Max Planck Encyclopedia of Public International Law
Medicines Complete
Mintel
Oxford University Press dictionaries
Passport
PressReader
Retail Analysis
Skills4Study Campus
SportBusiness Knowledge Centre and associated publications (SportBusiness International)
Tense Buster
TGI Sales Tab
Thomson One
Times Digital Archive
WARC
Westlaw
Which?